BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
January 8, 2015 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN
   PUBLIC MEETINGS ACT AT 7:37 pm
Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this
meeting has been provided by the Library Director as follows: December 2,
2014, a notice for this meeting was sent to the Cranbury Press, Home News
Tribune, and Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES
Kirstie Venanzi, President
Vacant, Vice-President
David Fletcher, Treasurer
Richard Burke, Trustee
Andre Mento, Secretary
Ash Hadap, Chief School Administrator’s Representative
Jane Holland - excused
David Cook, Township Committee - excused
Lorraine Sedor
Also Present:
Marilynn Mullen, Director - excused
Wendy Borg, Recording Secretary

OATH of Office read by the Board.

3. APPROVAL OF MINUTES
December 18, 2014 Regular Meeting   Approved

4. TREASURER’S REPORT:
A. Recommended action on Bills Lists for December 31, 2014
   Motion: Andre   2nd: Ash
   All others in favor.   Approved.
   2. Statement of Revenue and Expenses - above budget
B. Budget and Operating Status as of December 31, 2014

5. DIRECTOR’S REPORT:
A. Marilynn requested a resolution be passed to move donated funds
   from the donation box into the Capital Reserve Account for the new
   library. The total is $1,299.09 from 2013 and 2014 donations.
   Motion: Andre   2nd: David
   All others in favor.   Approved.

B. GrandPals began on Jan. 5 – two sessions a week. Organized again
   by Anne Gordon. Thanks to GrandPal volunteers.

C. Skeets donations – Over 230 items were collected and donated to
the pantry in the month of December.

D. Staff Planning Meeting – Programs are being planned for 2015 with limited funds. Drop In programming is still being explored.

E. Discussion of staff PTO tabled until February.

F. Stats reviewed. Questions on how stats compare with other libraries. Programs are well attended.

6. **YOUTH AND OUTREACH SERVICES REPORT:**
   A. Jan is trying new non-traditional forms of programming, such as “1000 Books Before Kindergarten.”
   
   B. Story Time, Toddler Times, Cookbook Club, Movie Club, adults and children’s knitting clubs, book discussion groups continue.
   
   C. Get Organized with Evernote – Jan. 14
   
   D. Family Game Night – Jan. 23
   
   E. Upcoming projects - Frank Marlowe to do a talk in Feb. on the Selma to Montgomery March; scarf tying; Maker event in March
   
   F. Outreach story times at CPNS and Cranbury Montessori continues.

7. **SYSTEMS ADMINISTRATOR’S REPORT:**
   A. Reoccurring programs – Scratch Coders Club, Cookbook Club and Kids Knit
   
   B. Reading Buddies will be on hiatus in January due to PHS midterms.
   
   C. Four Season Tech Talks continues.
   
   D. Article for Cranbury Chronicle, “What is the Cloud?”
   
   E. Richard suggested that the document server is backed up daily, as opposed to weekly.

8. **PRESIDENT’S REPORT: Kirstie Venanzi**
   A. Review “Annual Calendar of Events” December
      1. January – Officer results; Finance Committee release previous year statements to Township Committee; release budget to township CFO; retreat agenda; oath; staff recognition day tabled; Secretary submitted 4th quarter attendance; update strategic plan; annual audit initiated

9. **REPRESENTATIVE’S REPORTS**
   A. Mayor’s Representative: David Cook
      Dave Fletcher and Kirstie met with Dave to talk about staff pay increases.
   
   B. Chief School Administrator Representative: Ash Hadap
      New security cameras will be installed in the building.
   
   C. Foundation: Kirstie
      Capital Campaign closed out in 2014 with $1.87 million and 418 donors.

10. **TRUSTEE COMMITTEE REPORTS**
A. Personnel Committee: Jane
   Work continuing on Marilynn’s evaluation.
B. Finance Committee: David, Andre, Kirstie
   See Treasurer’s Report.
C. Policy and Planning Committee: Jane
   No report.
D. Nomination and Election Committee: Andre and Richard
   See New Business.
E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
   No report.
F. Special - Public Relations Committee: Andre and Richard
   No report.

11. OLD BUSINESS

12. NEW BUSINESS
A. Nominations and Election of new officers – President - Kirstie, Vice President – Andre, Secretary/Treasurer – David

   Motion: Ash  2nd: Richard
   All others in favor.  Approved.

13. CORRESPONDENCE - None

14. CLOSED SESSION – Not held.

15. OPEN DISCUSSION PERIOD

16. ADJOURNMENT AT 8:38 pm
   Motion: Andre  2nd: Rick
   All in favor.  Approved.

All reports and correspondence referred to in these minutes are attached to the original minutes filed in the office of the Executive Director.

Respectfully submitted,

Wendy W. Borg