

**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.

1. Balance sheet in good shape.
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 Marilyn'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 | 2 nd : 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 | 2 nd : 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