

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

October 8, 2015 – 7:30pm

Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH  
OPEN PUBLIC MEETINGS ACT AT 7:31 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  
Andre Mento, Vice-President  
David Fletcher, Secretary/Treasurer  
Richard Burke, Trustee - excused  
Ash Hadap, Chief School Administrator's Representative  
David Cook, Township Committee  
Lorraine Sedor, Trustee  
Ira Negin, Trustee

***Also Present:***

Marilynn Mullen, Director  
Wendy Borg, Recording Secretary  
Ed Sekelsky, Board of Recreation Commissioners Chair  
Dominique Jones, Recreation Commissioner

3. **APPROVAL OF MINUTES**

September 10, 2015      Regular Meeting

Approved as amended

Motion: Dave                      2<sup>nd</sup>: Ira

September 30, 2015      Special Meeting

Approved

4. **TREASURER'S REPORT: David Fletcher**

A. Recommended action on Bills Lists for

October 8, 2015

Motion: Dave                      2<sup>nd</sup>: Ash

All were in favor.                  Approved.

B. Budget and Operating Status as of September 30, 2015

Balance sheet remains strong. There is a lag in appropriations from the township.

5. **DIRECTOR'S REPORT: Marilynn Mullen**  
Notes included in folder.
  - A. Municipal appropriations for 2016 are up over 6% from last year but still down \$8,000 from 2014.
  - B. Property damage release was signed for books destroyed by the school HVAC repairs. We will receive \$6,450.
  - C. 2016 Calendar – draft reviewed and approved. (see New Business.)
  - D. Bites for Books at Teddy's restaurant – Foundation fundraiser – Oct. 27
  - E. Security Training with Cranbury School and Police Dept. Postponed on a motion: Andre 2<sup>nd</sup>: Ira
  - F. Cranbury Day Jail and Bail Fundraiser for the Foundation. Brought in \$2,5000.
  - G. Geocaching – Upcoming library program to be posted soon at geocaching.com.
  - H. Staff planning meeting – programs planned through January.
  - I. Foundation preparing a letter to be mailed to all residents soon.
  - J. Little Library presently on South Main Street and will travel to Four Seasons in November.
  
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen**  
Notes included in folder.
  - A. Reading Buddies/SLiC begins. Sixteen 1<sup>st</sup>-3<sup>rd</sup> graders.
  - B. Amir Moon's Peruvian Travelogue was a success with 40 in attendance.
  - B. Upcoming programs: Making sense of electric bill; book discussions, Teen Read Week; Week of Weird for Halloween; Makes-giving crafts; thank you cards for soldiers
  - C. Continuing programs – story time, story time at various pre-schools, knitting, cookbook and book discussion groups, movies, after school diversions.
  
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**  
Notes included in folder.
  - A. New library website is complete.
  - B. iPad Academy Series begun.
  - C. Senior Center presentation on iPad and iPhone.
  - D. Upcoming programs: Video game creation; Lego movie making; STEM activities for after school; e-Books; Google.
  
8. **PRESIDENT'S REPORT: Kirstie Venanzi**  
Calendar – November reviewed. Quarterly attendance due.  
Suggestion raised for a student representative. Progress to goals submitted to be reviewed next month.
  
9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: David Cook
  - 1. Second Planning Board meeting on Cheney/Hagerty development – 54 townhouses, 30K sq. ft commercial, yield 17 children – most may be in high school
  - 2. Two new lights installed on bridge by utility company.
  - 3. Beautification project continues from Park Place to Bunker Hill – Phase III has begun.
- B. Chief School Administrator Representative: Ash Hadap
  - 1. BOE staying engaged with planning process for Hagerty property development.
  - 2. BOE entertained a presentation from high school girls for a technology/coding program for girls.
  - 3. Initiative in Princeton for internet connection to families who don't have access; ie hotspots, donated computers, etc.
  - 4. HVAC project is done. Heat to be turned on soon.
  - 5. Kirstie suggested a visit to the BOE at their November 17 meeting and talk should start on dissolving the lease by end of year. Kirstie would like to have drawings first.
- C. Foundation: Kirstie
  - 1. Art Auction September 18<sup>th</sup> - \$12,000 raised.
  - 2. Cranbury Day Jail and Bail – over \$2,500 raised.
  - 3. Town-wide mailing in November.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Lorraine, Kirstie, Andre  
No report.
- B. Finance Committee: David, Andre, Ira  
See notes above.
- C. Policy and Planning Committee: Ira, Kirstie, Ash  
Needs to review security policy. Ira started investigating video policies and would like to meet with Marilyn and Joanne on specifics.
- D. Nomination and Election Committee: Andre and Richard  
One open position.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David  
Waiting for more information on strategic site plan. Then Anthony Iovino can finish his plans.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine  
Website work done.  
New activity to be planned at upcoming meeting.

11. **OLD BUSINESS**

None

12. **NEW BUSINESS**

- A. Dominique Jones and Ed Sekelsky from the Recreation Commission came to the meeting to discuss using part of township property

designated as the Village Green in the Master Plan. They would like to install a U6-U11 small-sided soccer field on township property abutting the future library site. The field would be used on weekends for games only. This would replace a game field presently at Millstone Park, which is overused. It would be open for school use. Rec Commissioners walked off the site and noted it would fit and could be angled based on library construction. Parking would be max 20 cars. Township Committeeman Dave Cook noted the positioning will be worked out soon. Library needs to figure out their dimensions with a survey and site plan and has priority. Mark Berkowsky will deliver site plan soon. Once the survey is complete, Commissioners agreed to walk out with a measuring wheel and cones.

- B. Public Relations presentation was tabled as Richard Burke was not at the meeting. Consensus was that it would be best as a topic for the annual retreat.
- C. 2016 meeting calendar was presented and approved by consensus.  
Motion: Dave                      2<sup>nd</sup>: Ira  
All were in favor.                      Approved.
- D. Security Training discussed. All agreed it is of great importance. Consensus was this should be done in 2016 to allow for budgeting.  
(see Director's report.)

13. **CORRESPONDENCE** – Letter from Literacy NJ

14. **OPEN DISCUSSION PERIOD**

The library staff mistakenly reserved the Gambino Room for every Saturday afternoon until June for a Tamil group – a non-profit. This was against the policy that states, "one group cannot monopolize the room." The Board agreed to allow the group to use the room until end of October.

15. **ADJOURNMENT AT 9:09 p.m.**

Motion: Kirstie                      2<sup>nd</sup>: Ira  
All were 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*