

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

April 9, 2015 – 7:30pm

Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:32 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 – (7:47)

Ash Hadap, Chief School Administrator’s Representative – (7:35)

Jane Holland, Trustee - excused

David Cook, Township Committee

Jay Taylor, Mayor

Lorraine Sedor, Trustee - excused

**Also Present:**

Marilynn Mullen, Director

Wendy Borg, Recording Secretary

3. **APPROVAL OF MINUTES**

February 27, 2015 Retreat

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

All were in favor. Approved.

March 12, 2015 Regular Meeting

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

All were in favor. Approved.

4. **TREASURER’S REPORT:**

A. Recommended action on Bills Lists for March 31, 2015

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

All were in favor. Approved.

B. Budget and Operating Status as of March 31, 2015

1. Balance sheet remains strong with adequate cash. Overall expenditures to date are under budget. There is a lag in appropriations from the township.

2. Budget was approved at a small surplus. Increases to staff questionable. The township did not appropriate more money, however Dave recommends moving ahead with salary increases of 2%, about \$5,480. Marilyn’s discretion on allocation of the increase to staff, with Kirstie’s final approval.

Increase is suggested because several assistants are still underpaid according to NJLA guidelines and because there is the ability to use other income from the reserve fund, and net operating income. The

salary line item still has money in it from snow days, when staff is not paid.

Marilynn reported that she would like to offer competitive rates to her current employees so they do not leave Cranbury. She stated her employees do an excellent job.

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

All were in favor. Approved.

5. **DIRECTOR'S REPORT: Marilyn Mullen**

Notes included in folder.

- A. Marilyn met with Assemblyman Wayne DeAngelo, whom she thanked for sponsoring a bill to establish the library capital construction bond. She made him aware of library initiatives in state Legislature. She will also meet with other local legislators next week.
- B. Marilyn suggests the library invest in Digi-Find-it, an interface service for Cranbury Press newspapers and CHPS images. CHPS can fund the set up with a grant. After that, the cost is \$750 a year, with a slight increase each year. Increase in cost is limited to 4% per year.
- C. LMx Library Leadership breakfast – Mayor Taylor and Mr. Cook are invited.
- D. A geocache will be set up in the new little library kiosk that Kirstie obtained.
- E. NJ Maker Day was a huge success. Mayor Taylor mentioned that people are still talking about it. Discussions continue to make it an annual event. Spin-off programs have been planned through June.
- F. Library Foundation – Marilyn has an appointment with an auditor.
- G. National Library Week – theme "Unlimited Possibilities @ Your Library." New library drawings will be displayed next week.

6. **YOUTH AND OUTREACH SERVICES REPORT:**

Notes included in folder.

7. **SYSTEMS ADMINISTRATOR'S REPORT:**

Notes included in folder.

8. **PRESIDENT'S REPORT: Kirstie Venanzi**

- A. Township Committee meeting – April 27 to present annual report, drawings of new library, review of programs such as Maker's Day and the Chinese New Year fundraiser for the Foundation, and the digitizing of the Cranbury Press.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: David Cook
  - 1. The dam and bridge is almost complete. The punch list will be complete on April 15. Remediation around the lake edge should be complete by June. The WCTU Fountain will be repainted.
  - 2. Redevelopment on Cheney property proceeding.
  - 3. Budget work is complete.
- B. Chief School Administrator Representative: Ash Hadap
  - 1. School budget will be introduced to public on April 28.
  - 2. During spring break, work was done on the pro-media project. Internet service was interrupted for the library without notice from the school of the work and possible interruption.
  - 3. PARCC testing had a high participation and low refusal rate.

4. Security camera still needs to be installed in the library. Marilyn wants to make sure the camera attends to library privacy policies.

- C. Foundation: Kirstie  
Plans are for the fundraising campaign to conclude this year. Goal is \$150,000 by Memorial Day and \$250,000 by end of summer.

10. **TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Jane and Lorraine  
No report.
- B. Finance Committee: David, Andre, Kirstie  
See notes above.
- C. Policy and Planning Committee: Jane, Ash, and David  
Strategic plan updates tabled until May.
- D. Nomination and Election Committee: Andre and Richard  
No report.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David  
Drawings to be finalized at next week's meeting.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine  
No report.

11. **OLD BUSINESS** - None

12. **NEW BUSINESS**

- A. Financial disclosure forms distributed to trustees. Due April 30 to state.
- B. Township Committee meeting – library presentation

13. **CORRESPONDENCE**

14. **OPEN DISCUSSION PERIOD**

Mr. Cook needs more information from the library's architect on the connectivity of the new library as far as power lines and pipes to determine costs for the township.

15. **ADJOURNMENT AT 8:55 p.m.**

Motion: Andre 2<sup>nd</sup>: Dave  
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*