

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

July 9, 2015 – 7:30pm

Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 - excused  
Richard Burke, Trustee  
Ash Hadap, Chief School Administrator's Representative  
David Cook, Township Committee  
Lorraine Sedor, Trustee  
Ira Negin, Trustee - excused  
**Also Present:**  
Marilynn Mullen, Director  
Wendy Borg, Recording Secretary
  
3. **APPROVAL OF MINUTES**  
June 11, 2015 Regular Meeting  
Approved
  
4. **TREASURER'S REPORT:**
  - A. Recommended action on Bills Lists for June 30, 2015  
Motion: Andre                      2<sup>nd</sup>: Lorraine  
All were in favor.                      Approved.
  - B. Budget and Operating Status as of June 30, 2015  
Balance sheet remains strong with adequate cash. There is a lag in appropriations from the township.
  
5. **DIRECTOR'S REPORT: Marilynn Mullen**  
Notes included in folder.
  - A. School Video Surveillance – Cameras are recording 24/7, year-round. Marilynn would like signs posted and circulated two versions. She also requested the BOT develop a library policy. This policy, she noted, should assure patrons that no computer content or material in use in the library could be identified. She also requested the BOE make changes to their policy to include

- library personnel in review of library incidents; specify who can review the recordings; and state how long recording are kept.
  - B. Library audit has begun and in-house work will be done July 10.
  - C. Foundation audit has started.
  - D. Rug cleaning scheduled for August 13-15.
  - E. The Little Free Library is placed on North Main Street currently. Marilynn asked for referrals for other sites.
  - F. Staff planning meeting in June - completed programs reviewed and summer reading program finalized.
  - G. Foundation website was cleared and reloaded on its original URL. PayPal donate button installed. Cyber security will be aggressively maintained.
6. **YOUTH AND OUTREACH SERVICES REPORT:**
- A. Summer Reading program, "Read Outside the Box" for the month of July. People are coming in and asking about books.
  - B. Magic show had 70 attendees; the Eskimo dogs had over 100.
  - C. "Spark Cart" (STEM activities) and "Chat and Chew" (book talk and lunch) offered this month.
  - D. Continuing programs – story time, cookbook and book discussion groups and the Elms programs.  
Notes included in folder.
7. **SYSTEMS ADMINISTRATOR'S REPORT:**
- A. Seven new staff computers; all installed except for one to check for anomalies.
  - B. Joanne worked with the FBI to clear the foundation's site website breach by providing them with backup files.
  - C. Girls Who Code workshop was successful and two more are planned in July.
  - D. Continuing – Four Seasons tech talk, Cranbury Chronicle articles and Cookbook club.  
Notes included in folder.
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Calendar – no August activities.
9. **REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: David Cook
    - 1. Township is looking into costs of the utility connectivity as well as survey work needed for the new library. Mark Berkowsky has supplied a list to the township for what was needed.
    - 2. Staybridge Suites would like to sell their building to a drug rehabilitation facility. The Zoning Board has jurisdiction currently. Next meeting is August 5.
    - 3. County courts have jurisdiction on the COAH numbers; township has certified plans in place and has close to 10% built

already. Township will ask for more time to address the number assigned to Cranbury, and for a 10-15 year build out.

4. Hagerty/Cheney property development meetings are ongoing. Density is the most important issue.

- B. Chief School Administrator Representative: Ash Hadap
  - 1. BOE trying to stay engaged with the COAH process to have a voice and stay informed; may do a demographic study. Mr. Cook said members of the TC will work closely with the BOE as the process continues.
  - 2. BOE will review the video surveillance policy.
  - 3. New BA, Nicholas Bice, begun work in July.
  - 4. Kirstie asked for enrollment numbers. Ash noted the hope is for a slight uptick.
- C. Foundation: Kirstie
  - 1. June 27 concert at the Presbyterian Church to benefit the new library by pianist Francine Hannay – the 80 people in attendance greatly enjoyed her performance.
  - 2. Continuing to contact people for fundraising.
  - 3. Audit has begun.

11. **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: Ash, Kirstie, Ira  
Kirstie shared samples of different towns' library video surveillance policies.
- D. Nomination and Election Committee: Andre and Richard  
No report.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David  
Flooring grade has been chosen. Working on determination of pricing difference between metal and asphalt roofs. Lighting was chosen.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine  
No report.

12. **OLD BUSINESS**

None

13. **NEW BUSINESS**

- A. Consensus to postpone August meeting because of the scheduled rug cleaning. A possible meeting could be called at the end of August if there is urgent business. Motion by Rick Burke; seconded by Andre Mento. All were in favor.

- B. HVAC system repair – Two adult bookshelves may need to be moved for this repair by the school. School construction meeting on July 22 to determine schedule.
- C. Security policy - Marilyn circulated two versions of a sign for posting in the library informing people. One was chosen. Most trustees agreed that a sentence stating the cameras belong to the school should be included on the sign.

14. **CORRESPONDENCE** - None

15. **OPEN DISCUSSION PERIOD**

Kirstie suggested starting talks with the Board of Education about leaving the rental agreement with the school because of security concerns. A one-year notice is required. Ash will talk with the BOE about a possible joint meeting. Discussion ensued on the security issue and communication of this idea. Members would not like to alarm anyone, but is interested in talking with the BOE about the urgency of building a new separate library.

16. **ADJOURNMENT AT 9:00 p.m.**

Motion: Kirstie	2 <sup>nd</sup> :Lorraine
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*