

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

September 10, 2015 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:59 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
Ash Hadap, Chief School Administrator's Representative
David Cook, Township Committee - absent
Lorraine Sedor, Trustee
Ira Negin, Trustee

Also Present:

Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Gerry Stankiewicz, Auditor

3. **APPROVAL OF MINUTES**

July 9, 2015 Regular Meeting
Approved

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

A. Recommended action on Bills Lists for
July 31, 2015 and August 31, 2015

Motion: Dave 2nd: Ira
All were in favor. Approved.

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

Balance sheet remains strong. There is a lag in appropriations from the township. Fines and fees are down because the massive printing expenditures are no longer occurring, but money is being saved on supplies. All expense categories except for administrative/executive (line item for legal was \$0 and was used) are in line or under budget.

C. Auditor's Report – Gerry Stankiewicz

1. All bills cut and documented properly. Payroll administered properly. Cash proved out to the penny. Sick pay is fully accrued. Library is debt free. Unmodified opinion.
No audit recommendations.
Audit accepted.

Motion :Andre 2nd: Dave.

All were in favor.

Approved.

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

Notes included in folder.

- A. School HVAC repairs – The work took most of the summer. Marilynn reported work was disruptive with no A/C for three weeks; messy working conditions; major leak from the ceiling destroyed books. School insurance will be tapped.

Motion for a request of an adjustment of the lease payment for the month of August because of the A/C disservice and the library not being fully functioning: Dave 2nd: Ira

All others were in favor. Ash abstained.

Lorraine commended the library staff for working in the hot conditions.

- B. Email notices are now automatic to remind patrons when materials are due and overdue.
- C. Cranbury Day Jail and Bail Fundraiser for the Foundation.
- D. Geocaching – In conjunction with township Environmental Commission, a geocache has been set up in the Reinhardt Forest Preserve.
- E. Golisano boys replaced boxwood bushes in front of the library with new hardy arborvitae.
- F. Staff planning meeting in July - programs planned through November.
- G. Foundation website was still having problems. Library purchased cyber doctor and site lockdown to prevent further hacks.

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

- A. Summer Reading program successful for circulation and program attendance. It encouraged kids to read more. Marilynn reported older children participated well. The two programs were well attended.
- B. Upcoming programs: Music Trivia at the Elms; PSAT Practice Test; Family Computer Coding; iPad Academy; Creating Ties in Peru by Amir Moon.
- C. Continuing programs – story time, story time at various pre-schools, knitting, cookbook and book discussion groups, movies, after school diversions. Notes included in folder.

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

Joann has been sick so no formal report was issued.

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

- A. Calendar – October reviewed.
- B. Kirstie distributed construction cost estimate prepared by Berkowsky and Associates.
- C. Notes included on meetings of the Facility Committee; informal meeting of Township Committee members and the Township Administrator on the bid path; and meeting with Chief School Administrator Susan Genco on ending the lease, supplies and furniture.
- D. Discussion on lease ending in December. The next lease agreement would be for one year and then month-to-month.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: David Cook - absent
No report.
- B. Chief School Administrator Representative: Ash Hadap
1. BOE attended summer retreat.

- 2. BOE doing CSA evaluation.
- C. Foundation: Kirstie
 - 1. \$35,000 left to reach \$2 Million contributions.
 - 2. Art Auction upcoming September 18th.
- 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.
 - D. Nomination and Election Committee: Andre and Richard
One open position.
 - E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
No report.
 - F. Special - Public Relations Committee: Andre, Richard, Lorraine
 - 1. This committee met in the summer and compiled ideas.
 - 2. Committee will meet with Joanne on website revision.
- 11. **OLD BUSINESS**
None
- 12. **NEW BUSINESS**
 - A. Audit presentation – See 4C Treasurer’s report.
 - B. Lease agreement
- 13. **CORRESPONDENCE** – Marilyn sent a letter to parents of Cranbury School students. She noted that activities are offered to students who come to the library after school, i.e. board games, technology, crafts.
- 14. **OPEN DISCUSSION PERIOD**
Kirstie reported that they will meet with the school PTO in November.
- 15. **ADJOURNMENT AT 9:25 p.m.**
 - Motion: Dave 2nd: Rick
 - 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