

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

January 12, 2017 – 7:30 p.m.
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30 p.m.

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 5, 2016, 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, 2nd Alternate Trustee - absent
Laurel Quinn, Chief School Administrator's Representative
Dan Mulligan, Mayor's Representative from the Township Committee - excused
Lorraine Sedor, Trustee
Ira Negin, Trustee
Robin Black, Trustee
Nancy Whitcraft, Trustee – excused
Michele Gittings, 1st Alternate Trustee - late
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Michael Ferrante, Library Foundation

3. APPROVAL OF MINUTES

December 8, 2016 Regular Meeting
Motion: Andre 2nd: Ira
David Fletcher abstained. Michelle Gittings was not present.
All others were in favor. Approved.

4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for December 31, 2016
Motion: David 2nd: Ira
All were in favor. Approved.

B. Budget and Operating Status as of December 31, 2016
Every expense category is below budget, thus a \$22,700 net income for 2016. Township appropriations for 2017 are decreased, so the 2017 draft budget has been compiled with a zero net income. No raises will be given to personnel.
Motion: David 2nd: Robin
All were in favor. Motion carried.

5. DIRECTOR'S REPORT: Marilyn Mullen

Notes included in folder.

- A. On Dec. 19, 2016, the Township Committee passed a resolution expressing amended conditional support for a new municipal parking lot at the end of Park Place. TC asked for monthly statements of cash on hand.
- B. Kirstie, Mike and Marilyn attended the December meeting of the Parks Commission to present the latest site design of proposed library. The Commission voted to recommend to the TC to keep the area surrounding the new library as open space as passive recreation. Discussion on the Recreation Commission's desire to place a small-sided soccer field in the open space near the proposed library site. Kirstie asked the Facilities Subcommittee to draft a statement concerning the potential placement of the soccer field.

- C. Board of Trustees list– All Trustees have been set up with a new email address from the library.
- D. Staff planning meeting – discussed new program ideas and goals for 2017.
- E. Foundation – Mike Ferrante – Gap for funds needed for construction is down to \$235,000; also \$200,000 in pledges needed to come in. Over \$444,000 raised in 2016 with net income at almost \$439,000. Plans are for engineering drawing completion in January and going out to bid in February. Mike secured furniture as a donation from Bristol Myers Squibb.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen

Notes included in folder.

- A. GrandPals has begun. A few more adults are needed for program.
- B. "Booking the Cooks" begins on January 23 with "Soups On" program featuring soups prepared by staff.
- C. New program Very Ready Reading begins this month.
- D. Continue to visit classes and pull books for CPNS and Cranbury Montessori.
- E. Upcoming programs – Adults craft class; Frank Marlowe – Black History month presentation.

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen

Notes included in folder.

- A. The school's outside co-axial cable that provides the internet service has been replaced with fiber optics.
- B. Spark Club! – STEM after school club
- C. Games League continues every week
- D. Monthly Four Seasons Tech talk
- E. Cranbury Chronicle article – "Great Non-Fiction for Technophiles"

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" – January, February
Nomination and election of officers; Finance Committee duties; plan retreat; revisit fines and fees
- B. Parks Commission Meeting - December 4, 2016 – see notes above
- C. Township Meeting – December 19. 2106 – see notes above

9. REPRESENTATIVES' REPORTS

A. Mayor's Representative: Dan Mulligan

No report.

B. Chief School Administrator Representative: Laurel Quinn

- 1. Incumbents sworn in at reorganization meeting; new Business Administrator.

C. Foundation: Kirstie

- 1. Passed a resolution transferring Foundation funds to the Library Board of Trustees upon ground breaking.
- 2. Goals set for 2017 and a strategy outlined to complete the fundraising.
- 3. New officers chosen at January meeting.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Lorraine and Kirstie

No report.

B. Finance Committee: David, Andre, Ira

Draft budget introduced – see Treasurer's report.

C. Policy and Planning Committee: Ira and Kirstie

No report.

D. Nomination and Election Committee: Andre and Richard

See New Business.

E. Special – Facilities Development Committee/Task Force: Kirstie, Andre, David

Subcommittees will be re-formed at February meeting.

F. Special – Public Relations Committee: Richard, Lorraine, Nancy, Robin

No report.

11. OLD BUSINESS - None

12. **NEW BUSINESS**
 - A. Oath of Office – Michelle Gittings took the Oath as a new Trustee – 1st Alternate
 - B. Election of Officers
Slate of Officers same as in 2016.
Motion: Robin 2nd: Ira
All were in favor. Approved
 - C. Budget Considerations – see Treasurer's report
 - D. Library Board Retreat/Planning Session - Friday, January 27, 6:00 p.m.
 - E. Library Board email addresses – see Director's report
13. **CORRESPONDENCE** – Invitation to next Cranbury Housing Associates meeting
14. **OPEN DISCUSSION PERIOD** - None
15. **ADJOURNMENT AT 8:46 p.m.**
Motion: Andre 2nd: David
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