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 1, 2015, 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
Laurel Quinn, Chief School Administrator’s Representative
Dave Cook, Mayor’s Representative from the Township Committee
Lorraine Sedor, Trustee
Ira Negin, Trustee
Robin Black, Trustee

*Also Present:*
Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Nancy Whitcraft

3. **SWEARING IN of New Board members and ELECTION OF OFFICERS**
Nomination for President: Kirstie Venanzi
   Motion: Andre  
   2nd: Ira
   All were in favor. 
   Approved.

Nomination for Vice President: Andre Mento
   Motion: Ira  
   2nd: Dave F
   All were in favor. 
   Approved.

Nomination for Treasurer/Secretary: Dave Fletcher
   Motion: Andre  
   2nd: Ira
   All were in favor. 
   Approved.

4. **APPROVAL OF MINUTES**
   December 10, 2015  
   Regular Meeting
   Motion: Laurel  
   2nd: Andre
   All were in favor. 
   Approved.

5. **TREASURER’S REPORT: David Fletcher**
   A. Recommended action on Bills Lists for December 31, 2015
   Motion: Dave F.  
   2nd: Robin
   All were in favor. 
   Approved.
   B. Budget and Operating Status as of December 31, 2015
   Balance sheet remains strong. Income below budget. Fine and Fees under budget because the large volume of copying has stopped. Expenses are under budget.
6. **DIRECTOR’S REPORT: Marilynn Mullen**  
Notes included in folder.  
A. Prepared a draft of 2016 budget. Assumes 3% increase to cover 2% increase in wages and more hours.  
B. Chinese New Year celebration February 27 at the Presbyterian Church. Tickets will not be available at the door this year. Limited number will be for sale before the event at the library.  
C. Donations to Cranbury Public Library fund in memory of long time Cranbury School teacher Carol Lindenfeld.  
D. Bylaws update – recommends two-year term limit for an alternate.  
   - Motion: Dave C.  
   - 2nd: Robin  
   - All were in favor.  
   - Approved.  
E. Foundation was busy in December. PAY PAL Giving Tuesday $525.  
F. Foundation received 90 donations – 44 new donors – total $72,000.  
G. Over $3,000 from McCaffery receipts, AmazonSmile and Bites for Books at Teddy’s.  
H. Statistics - CDs and Periodicals up; print circulation and patrons dropped; juvenile program attendees down.  
G. Staff Planning – programs set through February and March. Summer Reading also set.  

7. **YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen**  
Notes included in folder.  
A. GrandPals began. Jan runs it now instead of Anne Gordon.  
B. Jan working with STEM program with Joanne.  
C. “Come in and Wind Down” program after school.  
D. Reading Buddies/SLIC on hiatus in January.  

8. **SYSTEMS ADMINISTRATOR’S REPORT: Marilynn Mullen**  
Notes included in folder.  
A. Joanne and Marilynn write for the Cranbury Chronicle.  
B. IPad Academy series continues. Also Lego Movie Making and Gaga for Google.  
C. Spark Cart stores STEM activities for use by kids after school.  
D. Cookbook Club on hiatus in December.  
E. Hour of Coding program had 10 participants.  

9. **PRESIDENT’S REPORT: Kirstie Venanzi**  
Review “Annual Calendar of Events” - January, February  

10. **REPRESENTATIVE’S REPORTS**  
A. **Mayor’s Representative: David Cook**  
   1. Hagerty/Cheney project site plan received approvals from the township and Planning Board.  
   2. Affordable Housing – waiting for Judge Wilson to give Cranbury a number.  
B. **Chief School Administrator Representative: Laurel Quinn**  
   No report.  
C. **Foundation: Kirstie**  
   See notes in Director’s report.  

11. **TRUSTEE COMMITTEE REPORTS**  
A. Personnel Committee: Lorraine, Kirstie, Andre  
   No report.  
B. Finance Committee: David, Andre, Ira
C. Policy and Planning Committee: Ira, Kirstie, Ash
   Ira will write a draft Surveillance Policy for review at February meeting.
D. Nomination and Election Committee: Andre and Richard
   No report. Full board.
E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
   1. Kirstie commended Mark Berkowsky for his work. He will meet with Iovino to finalize plans.
   2. She noted that Mark is looking at cutting little details in the plans such as a dishwasher, staff lockers, an overabundance of steel beams, etc.
F. Special - Public Relations Committee: Andre, Richard, Lorraine
   1. PR is on the retreat agenda.

12. **OLD BUSINESS**
   None

13. **NEW BUSINESS**
A. Retreat
   1. Review goals; set new goals; revisit strategic plan; special planning time.
   2. Scheduled for Saturday, February 20, 9:00 a.m. – 2:00 p.m.

D. Budget 2016
   1. Uptick in income from Township appropriation of $31,000.
   2. Personnel budget would allow 2% raise to staff, and allow more hours for staff.
   3. Professional/Legal and Publicity and Marketing line items funded.
   4. Internet services – newsletter, digifind – it – now properly funded.
   5. Programming more heavily funded.

   **MOTION:** Dave F.  
   **2nd:** Rick
   All were in favor.  
   Approved.

   6. Capital Expenses – purchase new iPads, computer equipment
   7. Reserves is for new building architect work.

14. **CORRESPONDENCE** - None

15. **OPEN DISCUSSION PERIOD** - None

16. **ADJOURNMENT AT 8:58 p.m.**
   **Motion:** Dave F.  
   **2nd:** Robin
   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*