BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

January 14, 2016 – 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 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.
- E. Upcoming programs: 100 Books Before First grade, Family Game Night, Scrapbooking, Robin Black book signing.

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.
 - 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