

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

November 10, 2016 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:32 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 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 - excused
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
Nancy Whitcraft, Alternate Trustee - excused
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES

October 13, 2016	Regular Meeting
Motion: David	2 nd : Andre
Robin Black and Laurel Quinn abstained.	
All were in favor.	Approved.

4. TREASURER'S REPORT:

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

B. Budget and Operating Status as of October 31, 2016
Balance sheet remains strong.
New item – State of Capital Income and Expenses – shows transfer from reserves

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

- A. Oct. 20 Planning Board meeting – new site design presented. Neighbors in favor; rain garden proposed instead of an underground retention basin; Board voted to recommend the new site plan.
- B. 2017 Library Appropriation has dropped a little over \$20,000, because valuation has gone down. Marilynn working on 2017 budget draft and will meet with Finance Committee. Dave Cook reported that new ratables coming on line, mostly on the east side of Route 130, should help ease the budget crunches.
- C. Oct. 24 Township Committee meeting – Mayor Mulligan asked for library reps to return in November for a work session. Scheduled for Monday, Nov. 14
- D. Working on a grant application with the Foundation for funds to finance the new library – due Nov. 15.
- E. Foundation working on a fall mailing. Mail merge will allow personalized letters. Goal is to raise \$500,000 before year's end. (Need \$2.75m to break ground; have \$2.25m)
- F. Snapshot Day – participated in statewide look at libraries in NJ of what libraries do in one day

- G. Facility committee – updated on info on site and estimate of construction costs; will go out to bid when \$2.6 procured

6. YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen

Notes included in folder.

- A. Pulling books for local preschools
- B. AARP driving class was well attended and given high marks from patrons
- C. GrandPals gearing up
- D. Upcoming programs – Homeselling; storytime at CPNS, Cranbuddies and Cranbury Montessori; After School crafts; EC - Environmental Resource Inventory; Memory loss; South of France; Toddler Stay and Play continues on Fridays

7. SYSTEMS ADMINISTRATOR’S REPORT: Marilyn Mullen

Notes included in folder.

- A. Spark Club! – STEM after school club
- B. Internet connection via the school continues to have issues.
- C. Games League continues every week
- D. Monthly Four Seasons Tech talk

8. PRESIDENT’S REPORT: Kirstie Venanzi

- A. Review “Annual Calendar of Events” – November, December
November - Review nominees; request interest in positions on boards; Personnel Committee reviews Director
December - discuss library staff increases; budget; new contract for auditor
- B. Township Committee meeting Monday, Nov. 14 – work meeting about library site plan

9. REPRESENTATIVES’ REPORTS

A. Mayor’s Representative: David Cook

Aetna building almost demolished. Warehouses will be built.
Incumbents re-elected in the general election.
West of Route 130 should remain as has been for last 30 years. Pending development on Protinick Farm on Dey and Petty; needs sewer or septic. Sewer would bring in 175 age-restricted homes; septic would bring 12 homes.

B.Chief School Administrator Representative: Laurel Quinn

Two new teachers hired for maternity leaves.
Interim Business Administrator in now; new one coming in December.
Cranbury School was awarded Blue Ribbon Award– one of six public schools in NJ.
Poet-in-residence at the school.
Incumbents re-elected in election.

C. Foundation: Kirstie

See notes in Director’s report.

10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Lorraine and Kirstie

No report.

B.Finance Committee: David, Andre, Ira

No report.

C. Policy and Planning Committee: Ira and Kirstie

No report.

D. Nomination and Election Committee: Andre and Richard

Two people interested in becoming trustees.

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

No report.

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

No report.

11. OLD BUSINESS - None

12. NEW BUSINESS

- A.Township Committee meeting - Monday, November 14 – Working session to review parking lot site plan for future library

13. **CORRESPONDENCE –**
 - A. Invitation for Awards Banquet for Middlesex County Libraries – Dec. 6
 - B. Email concerning management of CPL to Kirstie; she replied and invited writer to monthly meeting
14. **OPEN DISCUSSION PERIOD**
15. **CLOSED SESSION** – Marilyn's job review
16. **ADJOURNMENT AT 8:43 p.m.**

Motion: Robin	2 nd : Ira
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