

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

December 8, 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 - excused
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
Nancy Whitcraft, Alternate Trustee - excused
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Michelle Gittings, resident
Michael Ferrante, Cranbury Library Foundation

3. APPROVAL OF MINUTES

November 10, 2016 Regular Meeting
Motion: Andre 2nd: Ira
Richard Burke abstained.
All were in favor. Approved.

4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for November 30, 2016
Motion: Ira 2nd: Richard
All were in favor. Approved.

B. Budget and Operating Status as of November 30, 2016
Balance sheet remains strong.

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

- A. Nov. 14 Township Committee meeting – Work Session – Mayor requested several parking spaces be moved northward. Maser provided the new design plans with requested change and it has been sent to the Township Committee. A new Memo of Agreement is being revised and presented to TC at the December 12 meeting.
- B. Work on 2017 budget has begun. Proposal for no increase to staff wages.
- C. Library Link membership meeting – Meaningful discussion group
- D. LMx Awards Reception
- E. NJLA Public Policy Workshop – Advocates for initiatives, such as the Construction Bond Act.
- F. The grant application for funds to build the new library was mailed on November 14.
- G. 548 households in Cranbury have contributed to the new library project. For the "Close the Gap," \$211,000 is still needed; also a \$100,000 challenge grant is offered.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen

Notes included in folder.

- A. "Booking the Cooks" is upcoming year's theme for programming. Will begin with "Soups On" in January featuring soups prepared by staff.
 - B. Continue to visit classes at CPNS and Cranbury Montessori
 - C. New book discussion group on Wednesday nights – Selected Shorts
 - D. BASC group after school on Wednesdays
 - E. Upcoming programs –Memory loss; Snow Day crafts
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen**
Notes included in folder.
- A. The school is in process of replacing the outside co-axial cable that provides the internet service with fiber optics. Service to the library has been spotty.
 - B. Facebook likes increased in November.
 - C. Intro to Windows course
 - D. Spark Club! – STEM after school club
 - E. Internet connection via the school continues to have issues.
 - F. Games League continues every week
 - G. Monthly Four Seasons Tech talk
 - H. Cranbury Chronicle article – new tech gadgets for gifts
8. **PRESIDENT'S REPORT: Kirstie Venanzi**
- A. Review "Annual Calendar of Events" – December, January
December – reviews for Library Director; discuss library staff increases; budget; new contract for auditor, Gerald Stankiewicz
January – plan retreat; tentative date January 27
 - B. Will attend the Parks Commission meeting the evening of December 14 to update the board on the new library plans.
9. **REPRESENTATIVES' REPORTS**
- A. Mayor's Representative: David Cook**
 - 1. Amazon and Wayfair coming to warehouses on east of Route 130; will become new tax ratable.
 - 2. Contingency costs should not be an issue with the new library site plan, including the bio-retention area.
 - 3. New agreement will be ready in January.
 - B. Chief School Administrator Representative: Laurel Quinn**
 - 1. Principal and Guidance Counselors at PHS visited the 8th grade parents.
 - 2. The Superintendent of Princeton Schools reported that Cranbury's sending relationship to the high school is basically safe because Cranbury's tuition feeds the funding for the Princeton Charter School. The current contract expires in 2020.
 - C. Foundation: Kirstie**
 - 1. Foundation met with Cranbury School Student Council members to discuss the new library and amenities and entertain the students' ideas.
 - 2. Fundraising is full steam ahead with the "Close the Gap" campaign. Over \$250,000 in cash and pledges has been received.
10. **TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee:** Lorraine and Kirstie
Michelle Gittings attended in interest of becoming an alternate for the Board.
 - B. Finance Committee:** David, Andre, Ira
Discussion needed on inability to offer raises to the library staff in 2017. Appropriations are down \$20,000.
 - C. Policy and Planning Committee:** Ira and Kirstie
No report.
 - D. Nomination and Election Committee:** Andre and Richard
Slate of officers will be created for the January meeting.
 - 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 Meeting – Monday, December 12, 2016 – members invited to attend to discuss new agreement
 - B. Parks Commission Meeting – Wednesday, December 14, 2016
 - C. Budget considerations
13. **CORRESPONDENCE** – None.
14. **OPEN DISCUSSION PERIOD** - Discussion about the Board members obtaining Cranbury Public Library email addresses. Marilyn will investigate.
15. **ADJOURNMENT AT 8:43 p.m.**

Motion: Andre	2 nd : Rich
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