

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

December 10, 2015 – 7:30pm  
Tom Gambino Room, Cranbury Public Library

1. **CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30 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 2, 2014, 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  
Ash Hadap, Chief School Administrator's Representative - excused  
David Cook, Township Committee  
Lorraine Sedor, Trustee  
Ira Negin, Trustee  
**Also Present:**  
Marilynn Mullen, Director  
Wendy Borg, Recording Secretary  
Jennifer Nordstrom, resident
  
3. **APPROVAL OF MINUTES**

November 12, 2015	Regular Meeting
Motion: Ira	2 <sup>nd</sup> : Andre
All were in favor.	Approved
  
4. **TREASURER'S REPORT: David Fletcher**
  - A. Recommended action on Bills Lists for November 30, 2015

Motion: Andre	2 <sup>nd</sup> : Richard
All were in favor.	Approved.
  - B. Budget and Operating Status as of November 30, 2015  
Balance sheet remains strong.
  
5. **DIRECTOR'S REPORT: Marilynn Mullen**

Notes included in folder.

  - A. Board Bylaws update draft has been written to include the provision of alternate Board members.
  - B. Marilynn attended the LMX Awards reception. Discussion of the Library Construction Bond Fund currently in the Legislature.
  - C. Staff reviews have begun with self-evaluations.
  - D. Marilynn and the staff continue to review drawings of the new library's circulation desk and staff work area.
  - E. Local artist Lisa Walsh will donate a mural for the children's area in the new library.
  - F. Marilynn is running both book discussion groups now.

- G. Foundation mailed a letter to all residents in November. About \$15,000 new donations have come in from 48 donors; 27 of whom are new supporters.
  - H. Foundation posted text and pictures of supportive families on Facebook. Users increased 200% and engagement was up 600%. The post connected to a PayPal Giving fund link. These donations will be public in January. Posters of the photos and texts are now on display in library.
6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**  
 Notes included in folder.
- A. Reading Buddies/SLiC on hiatus in December.
  - B. BASC kids have been invited to any/all programs.
  - C. Jan is working with the school on a book recovery system of materials missing that haven't been checked out.
  - D. Upcoming programs: 100 Books Before First grade, GrandPals, Engineering Challenges, Downloading e-Books and Audiobooks, ACT/SAT Test Prep, Scrapbooking, Robin Black book signing, Family Game Night.
7. **SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen**  
 Notes included in folder.
- A. Joanne and Marilyn 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.
8. **PRESIDENT'S REPORT: Kirstie Venanzi**  
 Calendar – December reviewed.
- A. Initiate annual review of Director; slate for ballot for election; Finance Committee to work on budget.
9. **REPRESENTATIVE'S REPORTS**
- A. **Mayor's Representative: David Cook**
    - 1. Hagerty/Cheney project site plan being reviewed by township.
    - 2. Engineer Bill Tanner will work on a cost list for new library items (parking lots, lights). Will be discussed at a closed session for TC in January.
    - 3. TC continues to meet with COAH judge on Cranbury's number.
  - B. **Chief School Administrator Representative: Ash Hadap**  
 No report.
  - C. **Foundation: Kirstie**  
 See notes in Director's report.
10. **TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee: Lorraine, Kirstie, Andre  
 No report.
  - B. Finance Committee: David, Andre, Ira  
 Marilyn will give budget draft to Finance. Meeting to be set for first week in January.
  - C. Policy and Planning Committee: Ira, Kirstie, Ash  
 Cranbury Press published an article on the video surveillance policy. The Board thought the article was off base.

- D. Nomination and Election Committee: Andre and Richard  
One open position. Jennifer Nordstrom attended in interest.
- E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
  - 1. A memo has been written on the township and library responsibilities of costs going forward to be reviewed by TC.
  - 2. Agreement to not break ground on new library until all money raised.
  - 3. Drawings 90% complete.
- F. Special - Public Relations Committee: Andre, Richard, Lorraine
  - 1. Richard suggested a budget for advertising.
  - 2. Suggestion for a Cranbury Press article on the current status of fundraising for new library.

11. **OLD BUSINESS**  
None

12. **NEW BUSINESS**  
A. Amendment to by-laws – add two alternate members to Board.  
       Motion: Lorraine                      2<sup>nd</sup>: Andre  
       All were in favor.                      Approved.

13. **CORRESPONDENCE**  
Note from a patron who wants library to review the overdue policy and renewing books that are overdue. Suggestion to communicate to her that the policy is contingent on the school's policy and the Board will review when the new library is in place.

14. **OPEN DISCUSSION PERIOD**  
None

15. **ADJOURNMENT AT 8:45 p.m.**  
       Motion: Kirstie                      2<sup>nd</sup>: Richard  
       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*