BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
March 10, 2016 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30 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 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 – late 7:55
Dave Cook, Mayor’s Representative from the Township Committee
Lorraine Sedor, Trustee - excused
Ira Negin, Trustee
Robin Black, Trustee
Nancy Whitcraft, Alternate Trustee - excused

Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES
February 11, 2016 Regular Meeting
Motion: Ira 2nd: Andre
All were in favor. Approved.

4. TREASURER’S REPORT: David Fletcher
A. Recommended action on Bills Lists for February 29, 2016
Motion: Dave 2nd: Kirstie
All were in favor. Approved.
B. Budget and Operating Status as of February 29, 2016
Balance sheet remains strong.

5. DIRECTOR’S REPORT: Marilynn Mullen
Notes included in folder.
A. Personnel evaluations are complete. When meetings are complete, employees will receive notification of increases.
B. Chinese New Year celebration was a success. The net proceeds of ticket sales and donations from Chinese community were over $4,000. With last year’s event, the grant total is well over $17K, giving the Chinese community a naming opportunity in the new library. Successful as a cultural program also.
C. Donations to the Foundation coming in for the memory of a recently deceased leadership donor – almost $3,000.
D. Donation from Callaway Henderson Realty from a pledge to donate $50 for each new family who purchased a home in Cranbury in 2015 - $2,500.
E. Annual state survey completed by Beth and Marilynn.
F. Marilynn will be at petit jury duty on Monday, March 14.
G. Statistics – patrons up; children’s books are up.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen
Notes included in folder.
A. Summer Reading – scheduling programs and working out details; possibly working with Summer Rec Camp
B. Gamer’s League has begun
C. Maker’s Day with Little Owl Enrichment – March 19

7. SYSTEMS ADMINISTRATOR’S REPORT: Marilynn Mullen
   Notes included in folder.
   A. Gaga for Google program well attended
   B. 2nd Annual Maker’s Day – Saturday March 19th – partnering with Little Owl Enrichment Center – technology activities for all ages

8. PRESIDENT’S REPORT: Kirstie Venanzi
   A. Review “Annual Calendar of Events” – March, April
      1. In collaboration, Mark Berkowsky, Marilynn and Kirstie are working with Dave Cook, Denise Marabello, and Glenn Johnson to create a “Memo of Understanding,” a working document outlining what the library will do and costs associated, and the same for the township.
      2. The Library will competitively bid the construction of the building in accordance with applicable municipal bidding requirements and once complete, will be a township building.
      3. The Library will contract and pay initially for the engineering design of the site plan and upon award of the construction contract, the township will reimburse the library of these costs.
      4. Cranbury Historical Society – donating $65,000 for the archival area Report on budget meeting - Notes included in folder.
   B. Facility Committee Meeting – reviewed township costs; go ahead with Engineering survey; suggestion to go to township Planning Board in April
   C. Review annual report; BOT financial disclosure forms

9. REPRESENTATIVE’S REPORTS
   A. Mayor’s Representative: David Cook
      1. Chip pile removed from Village Park.
      2. Paul’s Auto site will be purchased for 90 affordable housing units for seniors and families. Will have Route 130 access only. Break ground in 6 months – one year.
      3. Route 130-D site will break ground also in the next year.
      4. Cranbury Township Committee men met with the judge and settled on a number of 260. 110 are already built. These two sites should fulfill the obligation for the next 10 years.
   B. Chief School Administrator Representative: Laurel Quinn
      1. BOE talking about impact on school of affordable housing; ie more computers
      2. Annual craft show this weekend
      4. Strategic Planning process meetings have started.
   C. Foundation: Kirstie
      See notes in Director’s report.
      1. Donor meetings continue.
      2. Goals shared at annual retreat on February 26.

10. TRUSTEE COMMITTEE REPORTS
    A. Personnel Committee: Lorraine, Kirstie, Andre
       No report.
    B. Finance Committee: David, Andre, Ira
       No report.
    C. Policy and Planning Committee: Ira, Kirstie
       Will meet to look at strategic plan.
    D. Nomination and Election Committee: Andre and Richard
       No report.
    E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, and David
    F. Special - Public Relations Committee: Andre, Richard, Lorraine

11. OLD BUSINESS
12. **NEW BUSINESS**
   A. Library Week – April 10-16 -Saturday – open house – breakfast in the library; drawings of the new library; speakers
      1. programs all week
      2. trouble shooting program to fix computers
   B. Meeting with township personnel - Suggestion to pay for the engineering design of all site development items. (Item #11 on the Memo of Understanding)
      Motion: Andre  2nd: Laurel
      All were in favor.  Motion carried.

13. **CORRESPONDENCE** – Trustee Institute membership cards

14. **OPEN DISCUSSION PERIOD** – Discussion on furniture, soft costs, etc. for the new library
    Also Planning Board meeting coming up Thursday, March 17.

15. **ADJOURNMENT AT 8:37 p.m.**
    Motion: Robin  2nd: 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*