

**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	2 <sup>nd</sup> : Andre
All were in favor.	Approved.

**4. TREASURER'S REPORT: David Fletcher**

A. Recommended action on Bills Lists for February 29, 2016  
Motion: Dave                      2<sup>nd</sup>: 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: Marilyn Mullen**

Notes included in folder.

- A. Gaga for Google program well attended
- B. 2<sup>nd</sup> Annual Maker’s Day – Saturday March 19<sup>th</sup> – 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, Marilyn 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 Committeemen 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
- 3. Spring break March 25 – April 3. Library is open during break except for March 25.
- 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**

