

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES**

April 14, 2016 – 7:30pm

Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:35 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 – (7:40)  
Laurel Quinn, Chief School Administrator’s Representative – excused  
Dave Cook, Mayor’s Representative from the Township Committee - absent  
Lorraine Sedor, Trustee  
Ira Negin, Trustee  
Robin Black, Trustee - excused  
Nancy Whitcraft, Alternate Trustee

**Also Present:**

Marilynn Mullen, Director  
Wendy Borg, Recording Secretary

**3. APPROVAL OF MINUTES**

March 10, 2016	Regular Meeting
Motion: Ira	2 <sup>nd</sup> : David
All were in favor.	Approved.

February 26, 2016 Retreat Minutes – tabled

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

A. Recommended action on Bills Lists for March 31, 2016

Motion: David	2 <sup>nd</sup> : Lorraine
All were in favor.	Approved.

B. Budget and Operating Status as of March 31, 2016

Balance sheet remains strong because of healthy reserve.

**5. DIRECTOR’S REPORT: Marilynn Mullen**

Notes included in folder.

A. National Library Week – theme “Libraries Transform”

1. Silent auction bids being accepted
2. Local businesses are donating door prizes; free tote bags to first 50 people
3. Short survey created to gather community input; 51 responses so far
4. Invitations to Township Committee; Facebook post

B. LMx Director’s Meeting – Library Construction Bond bill has moved out of Assembly; asking NJLA PAC to compose a draft letter for township to send to legislators to support bill.

C. Auditor visit this week.

D. Staff Planning Meeting

1. Detailed planning for National Library Week
2. Used book collection on Clean Up weekend; books to be sent to Better World Books

E. Planning Board and Township Committee gave approval for site. Building has shifted slightly north so it could be seen from Main Street down Park Place. Site engineering design can begin now.

6. **YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen**  
Notes included in folder.
  - A. Summer Reading – scheduling programs
  - B. CPNS will visit the library
  - C. Senior Jeopardy is scheduled at the Elms; plans for story time at the Elms also
  - D. Maker’s Day with Little Owl Enrichment – huge success with close to 100 people
  - E. Reading Buddies winding down
  
7. **SYSTEMS ADMINISTRATOR’S REPORT: Marilyn Mullen**  
Notes included in folder.
  - A. Cranbury Gamers League has begun on Wednesdays after school for 4<sup>th</sup>-8<sup>th</sup> grade
  - B. 2<sup>nd</sup> Annual Maker’s Day – partnered with Little Owl Enrichment Center – technology activities for all ages – huge success with over 85 participants
  - C. Recurring programs – cookbook club will take a new format in June
  - D. New public access printer purchase and installed
  - E. Upcoming tech programs for adults and kids – brushbots, computer troubleshooting, social media, preserving digital memories
  
8. **PRESIDENT’S REPORT: Kirstie Venanzi**
  - A. Review “Annual Calendar of Events” – April, May
    1. Finance Committee check appropriation
    2. First Quarter attendance for Board submitted
    3. Audit started
  - B. Library Trustee training – Ira Negin
  - C. Township Committee Budget meeting – Kirstie thanked library supporters for attending the meeting, which included discussion of the site plan for the new library
  
9. **REPRESENTATIVES’ REPORTS**
  - A. Mayor’s Representative: David Cook**  
No report.
  - B. Chief School Administrator Representative: Laurel Quinn**  
No report.
  - C. Foundation: Kirstie**  
See notes in Director’s report.  
Kirstie encouraged everyone to attend the Library’s open house on Saturday.
  
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**  
Working on strategic plan.
  - D. Nomination and Election Committee:** Andre and Richard  
No report.
  - E. Special - Facilities Development Committee/Task Force:** Kirstie, Andre, and David  
No report.
  - F. Special - Public Relations Committee:** Andre, Richard, Lorraine
    1. Richard and Lorraine will look into how to share Robert Bartoletti’s open letter supporting the construction of a new library/community center.
    2. Richard has linked the interested parties for plans for a speaker on Charles Lindbergh.
    3. Discussion on communicating to public about need for meeting space. Marilyn will report the survey results on this in her “From the Director’s Desk” newsletter piece.
  
11. **OLD BUSINESS**
  
12. **NEW BUSINESS**
  - A. Library Week Celebration – April 16, Saturday – open house
    1. Paper products in place
    2. Bagels, muffins, hot and cold beverages will be served

13. **CORRESPONDENCE** - Trustees were given Financial Disclosure Forms and instructed to complete the form online by April 30, 2016.
14. **OPEN DISCUSSION PERIOD** – Kirstie shared an article on successful cities.
15. **ADJOURNMENT AT 8:45 p.m.**  
Motion: Rich                      2<sup>nd</sup>: David  
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*