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 2nd: 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 2nd: 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: Marilynn 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: Marilynn Mullen**  
   Notes included in folder.  
   A. Cranbury Gamers League has begun on Wednesdays after school for 4th-8th grade  
   B. 2nd 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. Marilynn 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
   - 2nd: 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*