

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

May 12, 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 – (late 7:35)
David Fletcher, Secretary/Treasurer
Richard Burke, Trustee – (late 8:07)
Laurel Quinn, Chief School Administrator's Representative
Dave Cook, Mayor's Representative from the Township Committee
Lorraine Sedor, Trustee
Ira Negin, Trustee
Robin Black, Trustee
Nancy Whitcraft, Alternate Trustee
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES

April 14, 2016 Regular Meeting
Motion: David 2nd: Ira
All were in favor. Approved.

February 26, 2016 Retreat Minutes
Motion: Robin 2nd: Laurel
All were in favor. Approved.

4. TREASURER'S REPORT: David Fletcher

A. Recommended action on Bills Lists for April 30, 2016
Motion: David 2nd: Ira
All were in favor. Approved.

B. Budget and Operating Status as of April 30, 2016
Balance sheet remains strong because of healthy reserve.

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

- A. National Library Week
 - 1. Open House successful – double the regular Saturday attendance
 - 2. 110 people took survey; survey comments being reviewed; 80-90% of patrons were satisfied with assistance from staff, and with collections and materials.
- B. Jigsaw puzzle and games available now near magazine rack; patrons need to request game pieces.
- C. Adult coloring program to begin
- D. Presentation planned for June 7th on 21st century library
- E. Programs planned through July
- F. 53 donations in memory of Karen Moutenot raised over \$7,000
- G. Foundation Federal 990 form prepared and mailed
- H. Township Work session meeting to discuss future public parking lot west end of Park Place. Township passed a resolution for conditional support of a new lot.

6. YOUTH AND OUTREACH SERVICES REPORT: Marilyn Mullen

Notes included in folder.

- A. Children's Book Week – Estimation Stations
- B. Color Me Calm – two sessions
- C. CPNS classes will tour library
- D. Cooking the Farmer's Market event with live cooking demos in July
- E. Grand Pals winding down
- F. Summer Reading begins June 23

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilyn Mullen

Notes included in folder.

- A. Cranbury Gamers League on Wednesdays after school
- B. Upcoming programs – social media academy
- C. Article for Cranbury Chronicle – Instagram

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review "Annual Calendar of Events" – May, June
Renew contract with auditor.

- B. Township Committee meeting - Resolution for Conditional Support for a new municipal parking lot at the west end of Park Place.

Dave Cook explained the Township resolution about the new parking lot - the CPL Foundation needs to raise the \$3.2 million to construct the new building and be able to prove to the Township Committee that it will be able to operate the new building within the limits of its annual municipal appropriation; the Township will provide up to \$475,000 for site plan prep and will budget for it. This amount also includes collateral costs such as drainage, sewer, water, landscaping, lights, utilities, sidewalks and curbs.

Discussion on support from Township Committee – David stated that he cannot understand why the Township Committee appears to be reluctant to do more to publicly support the new library and the Foundation's efforts to raise funds. He asked if a letter in support could be written; Dave Cook offered to take a draft back to the Township Committee.

- C. Facility Committee – Additional \$5,600 for code revisions; cost savings change to design; engineering costs associated about \$7,000

- 1. Kirstie asked for authorization for necessary expenditures of \$20,000 – Board agreed.

9. REPRESENTATIVES' REPORTS

A. Mayor's Representative: David Cook

- 1. Downtown Beautification almost complete with street lights being installed on North Main Street.
- 2. Hagerty/Cheney redevelopment may begin in July.
- 3. Paul's Auto purchased by town – 90 affordable units planned with pedestrian access to Bennett Lane – ingress/egress from Route 130
- 4. Dunkin Donuts may be coming to Cranbury on Route 130

B. Chief School Administrator Representative: Laurel Quinn

No report from Laurel.

- 1. Kirstie reported on a discussion with the Planning Board on road extension from Park Place West through field, past the tennis courts, out to school parking lot
- 2. Also a discussion on how school students will walk to the library from the school

C. Foundation: Kirstie

See notes in Director's report.

- 1. Mailing planned soon; will include donor list and letter from Dr. Bartoletti

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 and Kirstie

Working on strategic plan.

D. Nomination and Election Committee: Andre and Richard

No report.

E. Special - Facilities Development Committee/Task Force: Kirstie, Andre, David

See notes above.

F. Special - Public Relations Committee: Andre, Richard, Lorraine

No report.

11. **OLD BUSINESS - None**

12. **NEW BUSINESS**

A. Facility Committee – authorization to approve necessary expenditures, up to \$20,000

See notes above.

B. Strategic Plan – revision discussion

1. Kirstie and Ira presented two strategic priorities and details of each; some edits made

a. Priority 1: Successful conclusion of capital campaign and breaking ground by end of 2016 – discussion of sign announcing future site of library – township legal advisors said it cannot be placed yet.

b. Priority 2: Open new public library/community center in 2017

c. Alternative plan: Should be created but not put in Strategic Plan

C. Drug Free Fair and Memorial Day Parade

1. CPL will not attend Fair this year - last year some people were unhappy with stickers for new library.

2. Parade – Nancy will organize the parade float

13. **CORRESPONDENCE**

A. Cranbury Business Association letter about “Second Fridays” starting again. Library may host speed dating with a book.

B. Cranbury Day application – Spot reserved.

14. **OPEN DISCUSSION PERIOD**

Discussion on support from Cranbury School

15. **ADJOURNMENT AT 9:20 p.m.**

Motion: Kirstie 2nd: Ira

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