

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES

September 8, 2016 – 7:30pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:34 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 - excused
Richard Burke, Trustee
Laurel Quinn, Chief School Administrator's Representative
Dave Cook, Mayor's Representative from the Township Committee - absent
Lorraine Sedor, Trustee - excused
Ira Negin, Trustee
Robin Black, Trustee
Nancy Whitcraft, Alternate Trustee
Also Present:
Marilynn Mullen, Director
Wendy Borg, Recording Secretary
Michael Ferrante, Cranbury Library Foundation

3. APPROVAL OF MINUTES

August 11, 2016	Regular Meeting
Motion:	2 nd :
All were in favor.	Amended and Approved.

4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for August 31, 2016
Motion: Andre 2nd: Rick
All were in favor. Approved.

B. Budget and Operating Status as of August 31, 2016
Marilynn reported that over \$56,000 has been paid out of the capital budget. The reserve account has been put aside for the new building.

5. DIRECTOR'S REPORT: Marilynn Mullen

Notes included in folder.

- A. The library will appear before the Planning Board Thursday, September 15 with a design plan for the new library.
- B. Telephone, internet and heat problems in August were remedied.
- C. Montclair Museum passes have been obtained. Intrepid passes expired.
- D. First day of school letter went out to Cranbury School students.
- E. 90 new children signed up for a library card.
- F. Upcoming programs – Shade Tree Commission – Emerald Ash Borer; Environmental Commission – Environmental Resource Inventory; Lindbergh program; AARP driving course; travelogue on the south of France
- G. 73 Notaries in July

6. YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen

Notes included in folder.

- A. YA is now filed by genre instead of just by author
- B. Gamers League will be offered again
- C. 1000 Books before Kindergarten to kick off next week

- D. Upcoming programs – Crafts for middleschoolers; AARP Driving Course; Richard Moody travelogue
 - E. Jan has weeded extensively but book collections are very tight
7. **SYSTEMS ADMINISTRATOR’S REPORT: Marilynn Mullen**
Notes included in folder.
8. **PRESIDENT’S REPORT: Kirstie Venanzi**
A. Review “Annual Calendar of Events” – September, October
It was discovered that the library cannot go out to bid legally without all the funds needed in place. Kirstie noted that Mr. Berkowsky suggested obtaining a non-binding bid. Then the financial gap will be known.
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.
 - 1. Mr. Ferrante reported that the goal of the Foundation is to talk to every Cranbury household this fall. Also striving for 100 new donors, and 150 expanded donors. They continue to canvass. Mr. Ferrante related that some residents question how the Library can afford to build a new one if they can’t afford now to be open on Sundays. He noted that a new library will be able to open on Sunday because school custodian costs will be not needed. He noted this needed to be communicated to the public more clearly.
 - 2. Cranbury Day – The Foundation will have a table at the annual street fair with a display to collect \$5 donations.
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
No report.
 - D. Nomination and Election Committee:** Andre and Richard
No report.
 - E. Special - Facilities Development Committee/Task Force:** Kirstie, Andre, David
No report.
 - F. Special - Public Relations Committee:** Andre, Richard, Lorraine
 - 1. If new library opens, it will be open on Sundays.
 - 2. Working on promotion for Lindbergh program.
11. **OLD BUSINESS - None**
12. **NEW BUSINESS** – Cranbury Day; Foundation (see notes above)
13. **CORRESPONDENCE** – CBA confirmation for Cranbury Day
14. **OPEN DISCUSSION PERIOD**
- A. Mike will share the pitch deck with verbage for Cranbury Day volunteers. Nancy will create a poster.
 - B. A written agreement needs to be created between the Library and the Foundation that states the Foundation will turn over the funds when enough has been collected.
 - C. Kirstie suggested a brainstorm session to work with the school on how to work with their own library in the future.
15. **ADJOURNMENT AT 8:44 p.m.**
Motion: Andre 2nd: Rick
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