

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
March 10, 2011 – 7:30 pm  
Tom Gambino Room, Cranbury Public Library

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30pm**

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, 2010, a notice for all scheduled 2011 meetings 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  
Hal Rourke, Vice-President  
Patricia Thomsson, Treasurer  
Charlene Vivian-Granville, Secretary  
David Fletcher, Trustee  
Michael Ferrante, Chief School Administrator's Representative  
Dave Mauger, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Jan Nash Murphy, Youth and Outreach Services Librarian

**3. APPROVAL OF MINUTES**

February 10, 2011 Regular Meeting *Approved*

**4. TREASURER'S REPORT FOR DECEMBER 31, 2010:** Patty Thomsson

- A. Action on February Bills List Motion: David Fletcher, 2nd: Hal Rourke *Approved*
- B. Budget and Operating Status as of 2/28/11
  - 1. First bill to be paid to Janice Roddenbury.
  - 2. Audio Circuit Consortium has been disbanded, and we have extra funds from the consortium (about \$530) for audio books.

**5. DIRECTOR'S REPORT:** Marilyn Mullen

**6. YOUTH AND OUTREACH SERVICES REPORT:** Jan Nash Murphy

**7. SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin via email

**8. PRESIDENT'S REPORT:** Kirstie Venanzi

A. Remarks

- 1. The Board of Trustees Retreat was a success.
- 2. Marilyn Mullen will present the Annual Report and State of the Library on Monday, April 25, 2011 to the Township Committee.
  - a. Kirstie Venanzi requested that as many Board of Trustee members attend as possible.
  - b. Kirstie Venanzi will present the answers to the Mayor's request for operating costs for a new building.

- B. Review of "Annual Calendar of Events" for March and April - On Track
  - 1. Marilyn Mullen will ask Kathy Cunningham if all BOT need to submit Financial Disclosure Forms.

## 9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Dave Mauger - No report
- B. Chief School Administrator: Michael Ferrante - No report
  - 1. Marilyn Mullen would like to meet with Carol Malouf and the Chief of Police about the Security Drills to clarify the requirements for evacuations.
  - 2. We need to formally review our security plan and have it reviewed as well and have it signed off by the school and the Chief of Police. Motion: Patricia Thomsson, 2nd: Dave Mauger *Approved*
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
  - 1. The Friends had a meeting this past Monday to review the vacant positions that will be filled for the 2011-2012 year. The Friends still need Publicity and Fundraising Chairs.
  - 2. The Friends will be advertising their membership drive at the upcoming program on March 25th, TimeLine New Jersey.
  - 3. There is now a broader membership.
- D. Cranbury Public Library Foundation: Patricia Thomsson
  - 1. The Case for Support was updated after input from the Board of Trustees at the Retreat.
  - 2. Some citizens of Town have been requested to be on steering committee.
  - 3. We received a sizable donation by a Cranbury Resident.

## 10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden - No report
- B. Finance Committee: Patty Thomsson
  - 1. A few things will be wrapped up with the non-profit status.
- C. Policy and Planning Committee: Kim Borden via Kirstie Venanzi
  - 1. A Committee Meeting will be called soon.
- D. Nomination and Election Committee: Hal Rourke - No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  - 1. Kirstie Venanzi will contact KSS Architects about setting up a meeting to review the Concept Library.
  - 2. The New Jersey State Library has a new format about Strategic Plans with supporting documentation.
- F. Public Relations Committee: Andre Mento - No report

## 11. OLD BUSINESS

- A. None

## 12. NEW BUSINESS

- A. Staff Appreciation
  - 1. Friday, April 8, 2011, 5:30pm - Patricia Thomsson's House
  - 2. A sign up sheet for food was sent around.
- B. Library Board Goals 2011
  - Motion to approve: Charlene Vivian-Granville Second: Hal Rourke
  - Abstain: Dave Mauger *Approved*
- C. Foundation's Case Statement
  - Motion to approve: Michael Ferrante Second: Patricia Thomsson
  - Opposed: Dave Mauger *Approved*

- D. Powerpoint Presentation - Dave Mauger
  - 1. Dave Mauger does not know if we need a new building to have a library of the future. We have a great mission and a lot of great goals.
  - 2. News and media is changing. How do we change our service and the facility in which we deliver it?
  - 3. How do we build connections, instead of collections?
  - 4. We have a wealth of information on our website. Could we manage the Township's website as a way of funneling residents to our website/programming/mission?
- E. Board Retreat Minutes - March 5, 2011 *Approved*

**13. CORRESPONDENCE**

- A. New Jersey Library Trustee Association membership cards were distributed to Board of Trustee members.
- B. Letter from Joan Henry about the disbursal of the remaining funds from the Audiobook Circuit to CPL of \$538.72.

**14. OPEN DISCUSSION PERIOD** - none

**15. ADJOURNMENT AT 9:32pm**

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,

Charlene Vivian-Granville