

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
May 12, 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 - excused  
Patricia Thomsson, Treasurer  
Charlene Vivian-Granville, Secretary  
Kim Borden, Trustee  
David Fletcher, Trustee - excused  
Andre Mento, Trustee  
Michael Ferrante, Chief School Administrator's Representative  
Dave Mauger, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator  
Jan Nash Murphy, Youth and Outreach Services Librarian

**3. APPROVAL OF MINUTES**

April 14, 2011      Regular Meeting      *Approved*

**4. TREASURER'S REPORT FOR APRIL 30, 2011:** Patty Thomsson

- A. Action on Bills List      *Approved*
- B. Budget and Operating Status as of 4/30/11

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

- A. The library will have a delayed opening on Monday, May 23rd of noon for a staff meeting and training for ListenNJ implementation of downloadable eBooks and audiobooks.

Motion: Charlene Vivian-Granville      2nd: Andre Mento      *Approved*

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

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

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

- A. Remarks - Township Meeting on April 25
  - 1. Kirstie answered questions the Township Committee posed about operational costs, building costs, and others.

- B. Presentation of 21st Century Libraries - postponed to June.
- C. Review of "Annual Calendar of Events" for May and June – On-track

## **9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger
  - 1. Dan Mulligan recommended that we speak with Kathleen Cunningham about the potential for CPL to be involved in maintaining the Township website, since she has detailed records about costs, data that gets updated. The Township pays for each piece that gets updated; the thought is that it can get costly for the Township. Marilyn will set up a meeting with Kathleen Cunningham to start discussions on how the library can support their employees, via training and support, to do the maintenance.
- B. Chief School Administrator: Michael Ferrante
  - 1. Three incumbents were re-elected; the fourth nominee will be added to the TQM (Total Quality Management) Committee. The budget passed.
  - 2. Many things are being put back into the budgets.
  - 3. Eight departures will take place at the end of the school year.
  - 4. The Board of Education is in its final stages of the CSA search; an announcement about the new CSA will be forthcoming.
  - 5. The new librarian will be staffed at .48 FTE, but the scheduling of the librarian will be more efficient, and not pulled out for duties.
  - 6. The HVAC upgrade is on track for this summer; there should be no effect on public library hours.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
  - 1. Covered in the Director's Report
- D. Cranbury Public Library Foundation: Patricia Thomsson
  - 1. The Foundation has a Campaign slogan: Building Spaces, Expanding Minds, Creating Community.
  - 2. The Foundation had a meeting with Consultant last night to rate and screen all donor prospects.
  - 3. The Foundation determined a tentative list of naming/donation opportunities for the building.
  - 4. The Foundation had a meeting last week with the Mayor and Township Administrator of Plainsboro to get information about the funding and building of their new library. We received building specs as well.
  - 5. The first donor cultivation event is planned for late July.

## **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Kim Borden – No report
- B. Finance Committee: Patty Thomsson – No report
- C. Policy and Planning Committee: Kim Borden
  - 1. A meeting needs to be planned soon to address the Emergency procedures and other items.
- D. Nomination and Election Committee: Hal Rourke
  - 1. One Cranbury resident has been identified, who is interested in joining the CPL Board of Trustees.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  - 1. The Facilities Committee met Monday night with KSS Architects to review the updated Concept Library/floor plan; the new drawings are for fundraising purposes only. When we are ready to build, changes will be made.
  - 2. KSS is planning to send the drawings to an estimator to get a breakdown of costs.
- F. Public Relations Committee: Andre Mento – No report

**11. OLD BUSINESS**

- A. Strategic Plan - assigned to Policy & Planning Committee.

**12. NEW BUSINESS**

- A. Drug-Free Fair: Saturday, May 21st: 3:00-6:00pm
  - 1. Table with Legos: Build your ideal library; get a stamp. Patty and Kirstie will work table.
- B. Memorial Day Parade
  - 1. Walk in parade: two staff (Wendy and Elise), and Board (Kirstie, Charlene), The Friends and Foundation will be invited? Should we have a banner for Foundation?

**13. CORRESPONDENCE**

- A. Thank you note from Julie Hardaker to Marilyn for being a judge for the Creative Writing Contest at Cranbury School.

**14. OPEN DISCUSSION PERIOD**

- A. Dave Mauger asked if we are digitizing standard resources? Dave Mauger has been reading that many libraries "overstacked." There is a collection of children's materials on ListenNJ, but it does not address some of the collection needs we have.
- B. The city of Camden shut its libraries down. Did they refuse to give the libraries their required-by-law 1/3 of a mil.?

**15. ADJOURNMENT AT 9:03 pm**

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*