

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
July 14, 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  
Kim Borden, Trustee - excused  
David Fletcher, Trustee - excused  
Andre Mento, Trustee - excused  
Michael Ferrante, Chief School Administrator's Representative  
Dave Mauger, Mayor's Representative - excused

Also present:

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

**3. APPROVAL OF MINUTES**

June 10, 2011      Regular Meeting      *Approved*

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

- A. Action on Bills List      *Approved*
- B. Budget and Operating Status as of 6/30/11

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

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

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

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

- A. No Report
- B. Review of "Annual Calendar of Events" for July – On-track

**9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger - No report
- B. Chief School Administrator: Michael Ferrante
  - 1. Dr. Susan Genco is in transition to the new position as Principal/CSA. Carol Malouf wrapped up a lot of loose ends before she left.
  - 2. Two Summer Camps are taking place in the building.
  - 3. The HVAC project is still underway.

4. The school may be getting more funding (\$176,000) from the State.
- C. Friends of the Cranbury Public Library Representative: Marilynn Mullen
  1. No meeting took place; No report.
- D. Cranbury Public Library Foundation: Patricia Thomsson
  1. Marilynn and Patty will be meeting with Board of Trustee Members as well as Foundation Board members over the next month to cultivate seed money in the form of pledges.
  2. Foundation stationery will be ordered soon.
  3. An operating plan is being developed.
  4. We are still in the quiet phase of the campaign.
  5. There will be no meeting this month.
  6. Keep talking about the plans of a new space. Make note of any supporters or dissenters and give to Patty and Marilynn.
  7. The first donor events will be in the fall.

## **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Kim Borden – No report
- B. Finance Committee: Patty Thomsson
  1. We will be following up with the auditor.
  2. Board members need to think about who will be the Treasurer in 2012.
- C. Policy and Planning Committee: Kim Borden – No report
  1. A meeting will be set up, now that Dr. Susan Genco is the Principal/CSA; the emergency procedures will be discussed.
  2. Room Rental should go to the Policy Committee. Neighboring libraries all have different policies.
- D. Nomination and Election Committee: Hal Rourke
  1. The resume of the first candidate is still coming.
  2. A second candidate needs to be found.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  1. Photos and drawings of the Concept Library were shown; suggested parking changes were addressed in the drawings.
  2. The School Board owns the parking lot, which allows other parties to use it.
  3. The plan is to build the building with green materials. The roof can accept solar panels.
- F. Public Relations Committee: Andre Mento – No report

## **11. NO OLD BUSINESS**

## **12. NEW BUSINESS**

- A. The Board of Trustees met Dr. Susan Genco and heard her vision for the school and how the public library can partner with the school.
- B. KSS Architects will be presenting the Concept Library to two Boards in the town next week.
  1. Tuesday, July 19 will be the meeting to the Cranbury School Board. Kirstie, Patty and Marilynn will attend to answer any questions.
  2. Thursday, July 21 will be a joint meeting with the Cranbury Planning Board and Zoning Board. Kirstie and Marilynn will attend to answer questions.

## **13. CORRESPONDENCE**

- A. Letter from the Literacy Programs of New Jersey for the donation that helped provide free programs for adult learners. We received from them two volumes and a CD to add to the collection.

**14. OPEN DISCUSSION PERIOD**  
**15. ADJOURNMENT AT 9:17 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