

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
September 8, 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  
David Fletcher, Trustee  
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**

August 11, 2011 Regular Meeting *Approved with one correction*

**4. TREASURER'S REPORT FOR AUGUST 31, 2011:** Patty Thomsson

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 8/31/11

**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. Review of "Annual Calendar of Events" for September and October – On-track with the addition of the acceptance of the audit.

**9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger - No report
- B. Chief School Administrator Representative: Michael Ferrante
  - 1. The HVAC project is complete, with a few items to finish.
  - 2. New exterior doors were added to the school for energy efficiency and improved security.

3. The parking lot was newly striped.
4. A fresh coat of paint was added and floors were polished; the maintenance staff was very busy over the summer.
5. A new Library Media Specialist, Kelly Fusco, started today.
6. A Cranbury School Board Member, Kevin Fox, will be publishing a book in February, called Until the Next Time. It might be a good program to develop around its release.
7. The school day has been extended 15 minutes.
8. There are lots of new teachers and the new CSA gives a new vibe to the school.

C. Friends of the Cranbury Public Library Representative: Marilyn Mullen

1. The next meeting is September 12.
2. The Friends' Board will decide the morning of Cranbury Day if they will still sell books if it is raining that day.

D. Cranbury Public Library Foundation: Patricia Thomsson

1. First donor cultivation event is at the Mento's on Sunday, September 18. There are many other events over the next two months.
2. The database for Foundation has been setup to keep track of all the events, RSVPs, etc. There are 450 people on the donor cultivation list.
3. The Foundation has business cards that includes a couple of the building renderings.
4. Please submit your pledge form so that the Foundation can announce the amount of participation of both the Library Board of Trustees and the Library Foundation Board.

## 10. TRUSTEE COMMITTEE REPORTS

A. Personnel Committee: Kim Borden - No report

B. Finance Committee: Patty Thomsson

1. The audit is close to being finished.
2. Patty stated that the audit would be presented to the Board for acceptance at the next meeting after being mailed to the Board members in advance of the meeting.

C. Policy and Planning Committee: Kim Borden -

1. Changes to Personnel Policy: use of personal communication equipment (i.e. cell phones) were added; no smoking since by law it is not allowed in libraries; personal use of library equipment kept to a minimum; the job title was changed to System's Administrator in the document.

*Motion to approve:* Kim                      *Second:* Dave Mauger

D. Nomination and Election Committee: Hal Rourke

1. We are in need of two people to fill our upcoming vacant positions.

E. Facilities Development Committee/Task Force: Kirstie Venanzi - No report

F. Public Relations Committee: Andre Mento

1. How do we use Social Media to get the word out about programs? The committee has been charged in how we can help streamline the process for the staff.

## 11. OLD BUSINESS - none

## 12. NEW BUSINESS

A. Cranbury Day

1. The schedule of the Board members manning the booth on Saturday.
2. The presentation boards and other informational material will be available to share with those attending Cranbury Day.

B. Friends and Book Sales going forward

1. The Kanawyers are not going to be able to keep the books and sort, etc. for the Friends' Sales.
  2. Kirstie will draft a resolution to thank the Kanawyers for their twelve years of service.
- C. American Library Association sent out an article called "Avoiding the Path of Obsolescence." Libraries need to focus not on the container (book, eReader), but on service.

**13. CORRESPONDENCE** - none

**14. OPEN DISCUSSION PERIOD**

**15. ADJOURNMENT AT 8:53 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*