

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

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

Also present:

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

**3. APPROVAL OF MINUTES**

January 13, 2011      Regular Meeting      *Approved*

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

- A. Action on Bills List for January 2011      *Approved*
- B. Budget and Operating Status as of 1/31/11
  - 1. We are running a deficit first quarter until we get payment from the Township.

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

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

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

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

- A. March 14<sup>th</sup> Township Committee Meeting will have Marilynn Mullen presenting our Annual Report. Board members are requested to attend.
- B. Case Statement Committee on the Foundation Board.
  - 1. Has been formed.
  - 2. Meetings have been planned.
- C. Review of "Annual Calendar of Events" for January and February – On-track

**9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger via email
  - 1. Dave Mauger requested that Marilynn Mullen share with the Board the results of her budget presentation to Township Committee with the rest of the Board of Trustees.
  - 2. Dave Mauger also requested that Marilynn Mullen plan to share the library's annual report with Township Committee on March 14<sup>th</sup> at their meeting.
- B. Chief School Administrator: Michael Ferrante via email
  - 1. Anything we would like to report to the School Board, please let him know.
  - 2. Kirstie Venanzi forwarded to Michael Ferrante one document, School/Public Library Joint Use Facility Standards developed by New Jersey Association of School Librarians, New Jersey Library Association, and New Jersey State Library, 2003, and one article, Hardy, Lawrence. "The Future of Libraries: What role are your media center and media specialist playing in helping your students navigate the Age of Information?", January 2010, American School

- Board Journal. She asked if perhaps the issues brought up in both of these would make good starting points for discussion between the two boards. One point in particular mentions school library's space requirements, but the space is being double counted.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
    - 1. Friends approved a budget for 2011.
    - 2. Friends are looking for additional members for the Friends, especially for some key positions.
    - 3. Lorraine Sedor was appointed as Hospitality Chair of the Friends, who is now working on the House Tour luncheon.
    - 4. The Friends added many new books to the CPL collection from The Book Worm.
  - D. Cranbury Public Library Foundation: Patricia Thomsson
    - 1. The CPL Foundation has begun its work with Janice Roddenbury, the consultant.
    - 2. The Case Statement committee has been formed.
    - 3. Meetings have been scheduled to generate ideas.

#### **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Kim Borden – no report
- B. Finance Committee: Patty Thomsson
  - 1. New auditor is in place.
- C. Policy and Planning Committee: Kim Borden
  - 1. Retreat agenda to be discussed.
  - 2. Someone from the Case Statement Committee will present the Case Statement at the Retreat.
  - 3. The Foundation Board will be invited.
- D. Nomination and Election Committee: Hal Rourke – no report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi – no report
- F. Public Relations Committee: Andre Mento – no report

#### **11. OLD BUSINESS**

- A. Case Statement Committee - discussed in 9B
- B. Retreat – March 5, 2011 - discussed in 10C

#### **12. NEW BUSINESS** – none

#### **13. OPEN DISCUSSION**

- A. Concept Library floor plan.
  - 1. How will the different community groups be addressed in terms of the new space?
    - a. The new library space will serve as a center of the community, as a community living room, with interior spaces serving all community groups flexibly, but not dedicating any space for any particular group.
    - b. There is concern from the Mayor and some other community members about the operating costs of the new space. Kirstie Venanzi will ask KSS Architects for an estimate on operating costs based on the building materials.

#### **14. CORRESPONDENCE** - none

#### **15. ADJOURNMENT AT 8:41pm**

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