

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
January 14, 2010 – 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 15, 2009, a notice for all scheduled 2010 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  
Kim Borden, Secretary  
David Fletcher, Trustee  
Andre Mento, Trustee  
Charlene Vivian-Granville, Trustee  
Julie Hardaker, Chief School Administrator and FCPL Representative  
Pam Parseghian, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator  
Pat Demers, Library Foundation Board Member

**3. APPROVAL OF MINUTES**

December 10, 2009 Regular Meeting                      *Approved*

**4. TREASURER'S REPORT FOR DECEMBER 31, 2009:** Patty Thomsson

- A. Action on Bills List    *Approved*
- B. Budget and Operating Status as of 12/31/09
- C. A new Income line item (110 – Transfer for Township) has been added.

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

- A. The Township's appeal of the 2009 Equalized Evaluation figure has been approved. The amount will be \$90,000 less than the original 2010 figure from the NJSL or about \$14,000 less than 2009's appropriation.
- B. The Board approved completing the Cranbury Press digitization project at an addition cost of \$11,700 for the years 1927-1986. Funding for this has been encumbered from 2009.

*Motion to approve: Charlene              Second: Kim  
Unanimously approved*

**6. YOUTH SERVICES LIBRARIAN'S REPORT:** Jan Murphy

- 7. SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin
- A. Language learning software is now available on the website.
- 8. PRESIDENT'S REPORT**
- A. Review of amended "Annual Calendar of Major Events" to update and make changes.
  - B. Review of "Annual Calendar of Events" for January and February – On-track
- 9. REPRESENTATIVE'S REPORTS**
- A. Mayor's Representative: Pam Parseghian
    - 1. The Township Committee Liaison to the library will be Dave Cook.
  - B. Chief School Administrator's Representative: Julie Hardaker
    - 1. Princeton High School representatives (superintendent, principal, guidance counselor) recently visited the school to meet with parents of current high school students and students enrolling in September to answer questions and address issues.
  - C. Friends of the Cranbury Public Library Representative: Julie Hardaker
    - 1. The Friends voted to donate \$1000 to the Foundation.
    - 2. The Friends are seeking new board members.
  - D. Foundation: David Fletcher
    - 1. The annual meeting has been set for January 25. The primary purpose of this meeting is to elect officers.
    - 2. The nominating committee has been established. The committee members are Kirstie Venanzi (chair), Frank Marlowe and Marilynn Mullen.
    - 3. Dave noted that section 13B of the 12/10/09 minutes should indicate that the new freestanding facility which will encompass the library will be included with the Foundation in the roll-out.
- 10. TRUSTEE COMMITTEE REPORTS**
- A. Personnel Committee: Kim Borden – No report
  - B. Finance Committee: Patty Thomsson – No report
  - C. Policy and Planning Committee: Julie Hardaker
    - 1. Retreat Agenda
      - a. The agenda has been finalized. We will meet 9am-1:15pm at Meadow Lakes. The speaker will be Janice Roddenbery from Roddenbery Associates Fundraising Consultants.
      - b. The Audio/Visual Equipment Use Policy will be revised to include the Nintendo Wii console and accessories.  
*Motion to approve: Julie                      Second: Pam*  
*Unanimously approved*
  - D. Nomination and Election Committee: Hal Rourke – No report
  - E. Facilities Development Committee/Task Force: Kirstie Venanzi – No report
  - F. Public Relations Committee: Charlene Granville
    - 1. The draft logo for the Foundation is complete.
    - 2. Logo t-shirts are being developed.

**11. OLD BUSINESS**

A. 2010B Draft Budget

1. The 2010B Draft Budget was discussed and revised. \$500 was added to Teen Programs and \$500 was added to Adult Programs.

*Motion to approve: Andre                      Second: Pam*

*Unanimously approved*

B. Employee Appreciation Event

1. The event is set for Saturday, February 27, 7pm at Patty's house.

**12. NEW BUSINESS**

A. Resolution 2010-1 Transfer of Funds to the Cranbury Public Library Foundation

*Motion to approve: Pam    Second: Charlene*

*6 in favor, 3 abstentions (Fletcher, Thomson, Venanzi – also  
Foundation Board members)*

**13. CORRESPONDENCE**

A. Auditor contract for 2010

B. 2 IRS Letters:

1. Notice that the IRS has received and is processing the Foundation application.
2. Notice that the IRS has received the 11/25/09 letter from Greg Della Pia regarding the assessed penalty.

C. Letter from Laura Babar expressing appreciation for the library and all it does.

D. Literacy Volunteers of NJ requesting donations through tax returns.

**14. ADJOURNMENT AT 9:05pm**

Respectfully submitted,  
Kim Borden