

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
October 13, 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

3. APPROVAL OF MINUTES

September 8, 2011 Regular Meeting *Approved*

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

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 9/30/11
 - 1. One expenditure in Account 505 is a rebate from the copier company.
 - 2. There were two months of rent paid from Account 510.
 - 3. The Foundation will reimburse the library on stationery expenses.
 - 4. KSS Architects was sent a payment.

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. Candidates Night for the Township Committee: Candidates were somewhat supportive of a new library, but do not think the community has the appetite for increased taxes.
- B. Review of "Annual Calendar of Events" for October and November – On-track

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Dave Mauger - No report

- B. Chief School Administrator: Michael Ferrante
 - 1. All is going well with the new CSA/Principal.
 - 2. All of the facilities projects are winding down.
 - 3. Doug reported that the new school librarian asked him for help on accessing the library catalog.
- C. Friends of the Cranbury Public Library Representative: Marilynn Mullen
 - 1. In November, the Friends will hold a general membership meeting to review and vote on the updated Bylaws. There will be a program on real estate issues in New Jersey.
 - 2. The House Tour and Luncheon is this weekend.
- D. Cranbury Public Library Foundation: Patricia Thomsson
 - 1. 95% of Board members from both Boards are donating money to the Foundation.
 - 2. The Donor Cultivation Events are in progress and going well.
 - 3. There are concerns from people in the community about the modern look of the Concept Library. This is being referred to the Facilities Committee.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden
 - 1. Performance Evaluations for Marilynn by the Board Members are due to Kim by October 31. Kim will then compile the statements and then meet with Marilynn.
- B. Finance Committee: Patty Thomsson
 - 1. Our Appropriation for next year is reduced by \$18,000 due to a lower Equalized Assessed Valuation.
- C. Policy and Planning Committee: Kim Borden – No report
- D. Nomination and Election Committee: Hal Rourke
 - 1. This evening we have three visitors who may be interested in joining our Board. The Nominations Committee will submit our recommendations to The Board. The Board will then make recommendations to the Township Committee; the new Mayor will then make appointments.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi – No report
- F. Public Relations Committee: Andre Mento
 - 1. The Public Relations Committee will join forces with the library staff members on marketing the library.

11. OLD BUSINESS - none

12. NEW BUSINESS

- A. Auditor's Report: Gerard Stankiewicz of Samuel Klein and Company, Freehold, NJ
 - 1. The auditors reviewed the Audit Report of the financial statements for the year ended December 31,2010. The report expressed a clean opinion.
 - 2. The auditors then responded to questions from Board members.
 - 3. Areas of risk
 - a. Cranbury Public Library does not have a formal policy about employees who retire from the library. The Township has such a policy. The auditors recommend that we adopt a policy.
 - b. Rather than go over budget in various accounts, Cranbury Public Library should transfer funds to the different line items or from unrestricted fund balances at the time the funds are needed.
 - c. Business Registration Certificates should be requested from any vendor whose bill exceeds 15% of the bid threshold, except those under State Contract.

- d. 1099s need to be given to any unincorporated entity who is paid more than \$600.

Motion to accept audit as presented: Dave Fletcher

Second: Andre Mento

B. Resolution 2011-2

- 1. The resolution is a thank you to Jennifer Macht and William Kanawyer for their hard work over the years on the Friends' Book Sale.

Motion to approve: Patty Thomsson

Second: Kim Borden

C. Library Calendar 2012

Motion to approve: Kirstie Venanzi

Second: Mike Ferrante

D. Board Meeting Calendar for 2012

- 1. Dates for the retreat will be reviewed.
- 2. The calendar will be voted on next month.

13. CORRESPONDENCE - None

14. OPEN DISCUSSION PERIOD

- A. Staff Observations about how some people in town did not know the library is a public library. The Public Relations Committee will review.
- B. Information Days in which the community can come in to get and give information about the public library, the services offered, and how the new building will operate.
- C. Dave Mauger suggested that we spend money marketing our programs because we have a lot of great things happen here, but our program attendance numbers are down.
 - 1. Dave Fletcher suggested that we spend time during the Board Retreat to discuss library marketing of programs.

15. ADJOURNMENT AT 9:12pm

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