

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
November 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  
Dave Mauger, Mayor's Representative (excused)

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator

**3. APPROVAL OF MINUTES**

October 13, 2011 Regular Meeting *Approved*

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

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 10/31/11

**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. Township elections are over. We are fortunate to have such great people in our town, with two terrific candidates. Susan Goetz will be an asset to the Township Committee.
- B. Review of "Annual Calendar of Events" for November and December – On-track

**9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger – No report
- B. Chief School Administrator: Michael Ferrante
  - 1. Anti-Bullying awareness and programs are in effect.
  - 2. What papers gets into backpack mailers, what gets emailed is a current topic of discussion.

3. The Library Board would like Michael to remind the school that the library front door bottom swing still needs to be repaired.
  4. The HVAC system still has a few kinks to work out. The Gambino Room is much colder than the rest of the library.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
1. A general membership meeting will be held to vote to adopt updated bylaws.
  2. The program Bust or Recovery? Cranbury Real Estate Today is coming up.
- D. Cranbury Public Library Foundation: Patricia Thomsson
1. The Donor Cultivation Events have concluded with many new people being aware of the Foundation's mission.
  2. David Nissen has joined the Steering Committee.
  3. Our first official pledge resulting from the Donor Cultivation Events came in today.

## 10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden – No report
- B. Finance Committee: Patty Thomsson
1. The Auditor Contract came in with no increase in fee in 2012.
  2. Patty recommends that the Library hire the firm Samuel Klein and Company of Freehold, NJ for the 2012 audit.  
*Motion to approve:* Patricia                      *Second:* David Fletcher
  3. The first draft of the budget will be presented at the December Board Meeting.
- C. Policy and Planning Committee: Kim Borden
1. Changes to the Cranbury Public Library Safety, Security and Emergency Policies and Procedures exclude the public library occupants from participating in school security drills.
  2. A new procedure identifies how staff handles the announcement of an intruder in the school and that the police will handle if a patron wishes to leave the building under such circumstances..  
*Motion to approve:* Hal      *Second:* Patricia
- D. Nomination and Election Committee: Hal Rourke
1. We have many candidates interested in joining our Board for 2012 for the two upcoming open positions.
  2. We will have a need for a Board member to take the Treasurer position when Patty's position ends December 31. Hal asks that each Board member consider that officer position.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
1. The concern raised about the modern exterior of the concept library was sent to KSS Architects.
  2. The response from KSS was that the committee and the architects will revisit the design as we move forward from concept to reality.
  3. The use of bricks would add construction costs and would not improve energy performance.
  4. A new rendering and concept boards would cost about \$2000.
- F. Public Relations Committee: Andre Mento – No report
1. Andre met with the library staff to discuss joint efforts on marketing the library. These discussions will be continued.

## 11. OLD BUSINESS

- A. 2012 Board Schedule - approved
1. Retreat date set for January 28, 2012 from 9:00a.m. - 1:00p.m. pending availability of the Meadow Lakes facility.  
*Motion to approve:* Hal                      *Second:* Andre

**12. NEW BUSINESS**

- A. Engagement letter for the 2011 audit
  - 1. See item 10B of these minutes for the action taken.

**13. CORRESPONDENCE - none**

**14. OPEN DISCUSSION PERIOD**

**15. CLOSED SESSION - Staff Compensation**

**BE IT RESOLVED** that the Board of Trustees of the Cranbury Public Library meets in Closed Session to discuss employee compensation; and

**BE IT FURTHER RESOLVED** that the subjects discussed in Closed Session shall be made available to the public at such time as the need for confidentiality no longer exists.

**IN - 8:26pm**

*Motion:* Patricia

*Second:* Michael

*Vote:* Unanimous

**OUT - 9:21pm**

*Motion:* Kirstie

*Second:* Michael

*Vote:* Unanimous

*Motion to salaries as presented for 2012: Patricia      Second: Kirstie*  
*Unanimously Approved*

**16. ADJOURNMENT AT 9:42pm**

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*