

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
December 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: November 17, 2011, a notice for this meeting 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 (excused)
David Fletcher, Trustee
Andre Mento, Trustee
Michael Ferrante, Chief School Administrator's Representative
Dave Mauger, Mayor's Representative

Also present:

Marilynn Mullen, Director

3. APPROVAL OF MINUTES

November 10, 2011 Regular Meeting *Approved*

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

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 11/30/11

5. DIRECTOR'S REPORT: Marilyn Mullen

- A. Motion to close extra days, Monday, December 26 and Monday, January 2.
Motion to approve: David Fletcher *Second:* Andre Mento
Motion Approved

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Nash Murphy

7. SYSTEMS ADMINISTRATOR'S REPORT: Doug Baldwin

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Thank you to the three Board members whose service is ending with this meeting.
 - 1. Dave Mauger as Mayor's Representative for one year.
 - 2. Kim Borden as a Trustee for five years.
 - 3. Patricia Thomsson as a Mayor's Representative for one year and as a Trustee for five years.

B. Review of "Annual Calendar of Events" for December and January – On-track

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Dave Mauger
 - 1. Win Cody had his last Township Committee meeting.
 - 2. There was concern by some community members about the location of the Christmas tree and the new menorah since it blocks the Veteran's Memorial. It will stay in its current location this year, but its location will be considered for next year.
- B. Chief School Administrator: Michael Ferrante
 - 1. The Princeton High School Principal came to discuss with parents the transition to the High School for eighth graders.
 - 2. Cranbury School test scores, especially for Middle School, are very strong, among similar schools.
- C. Friends of the Cranbury Public Library Representative: James Fahey, Friends' Vice President
 - 1. The program re-scheduled on December 27 will showcase students who have graduated from Princeton High School about their journey as Cranbury School Students
 - 2. The Friends are aggressively searching for new Board Members, especially for Publicity.
 - 3. The Friends are considering funding a quarterly mailing that would include Library and Friends' events and programs.
 - 4. The Friends just updated their Bylaws.
- D. Cranbury Public Library Foundation: Patricia Thomsson
 - 1. Some significant donations have come in.
 - 2. Some concerns about the building have been raised and sent back to the Cranbury Public Library Board Facilities Committee.
 - 3. Monday, January 9 will be the Annual Meeting, reconfirming officers.
 - 4. In May, the Foundation will take a look at how we are doing.
 - 5. Patty will start to look at Grants. We do not have 100% participation from our two Boards, which could hurt us in the grant process.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden via Kirstie Venanzi
 - 1. Kirstie and Kim met with Marilynn to share her review. Marilynn signed her contract for 2012.
- B. Finance Committee: Patty Thomsson about the 2012 Budget
 - 1. Our Township appropriation for 2012 will be decreased by 3.2%.
 - 2. The cost of health insurance has skyrocketed.
- C. Policy and Planning Committee: Kim Borden – No report
- D. Nomination and Election Committee: Hal Rourke
 - 1. We have three new nominees to present to the Township Committee and Mayor for consideration: Ashish Awasthi, MariCris McDowell, and Jane Holland (Mayor's Representative).
 - 2. Our 2012 Board Slate of Officers will be Kirstie Venanzi as President, Hal Rourke as Vice President, Charlene Vivian-Granville as Secretary and David Fletcher as Treasurer.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Ron & Nancy Witt will meet with the Facilities Committee to share their knowledge about construction.
- F. Public Relations Committee: Andre Mento – No report

11. OLD BUSINESS

- A. 2012 Board Schedule will remain as voted on in November. Any conflicts next December due to school concerts will be resolved closer to the date.
- B. Revisit retreat dates Meadow Lakes is not available January 28. It is available February 11.
 - 1. We can hold the meeting here in the Gambino Room on January 28.
 - 2. February 28 does not work for at least two current Board members.
 - 3. Marilyn will look into using the Senior Center so that we can invite others to attend.

12. NEW BUSINESS

- A. Library Board minutes posted as other township boards/committees.
 - 1. Marilyn will find out from the Township how we can post our minutes to the Township website, which will also go out as an email blast.
- B. Budget review for 2011
 - 1. Marilyn recommended the Board approve following changes:
 - a. That individual line items may be over the budget amount as long as the category as a whole is not over budget, and
 - b. That extra 900 Library Programs funds (\$3,000) be transferred to 700 Books and Periodicals.
 - c. If the Boards passes this resolution, the final 2011 Treasurer’s Report will reflect this change.

Motion: David Fletcher Second: Hal
Motion Approved

13. CORRESPONDENCE

- A. We should have all received a “Save the Date” for the NJ Library Trustee Institute.

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 - 9:47pm
Motion: Michael
Second: Andre
Vote: Unanimous

OUT - 9:50pm
Motion: Hal
Second: Dave Mauger
Vote: Unanimous

16. ADJOURNMENT AT 9:51pm

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