

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
August 9, 2012, 2012 – 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 29, 2011, a notice for all scheduled 2012 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-absent  
David Fletcher, Treasurer-excused  
Charlene Vivian-Granville, Secretary-excused  
Ashish Awasthi, Trustee  
MariCris McDowell, Trustee-excused  
Andre Mento, Trustee  
Michael Ferrante, Chief School Administrator's Representative  
Jane Holland, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator

**3. APPROVAL OF MINUTES**

July 12, 2012                      Regular Meeting                      *Approved*

**4. TREASURER'S REPORT FOR JUNE 30, 2010:** Marilynn Mullen

- A. Action on Bills List                      *Approved*
- B. Budget and Operating Status as of 7/31/12  
Budget pro-rated and we are on target. We had some capital expenses.  
We needed a replacement for one printer and bought two monitors.

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

**6. YOUTH AND OUTREACH SERVICES REPORT:** given by Marilynn Mullen.

- A. There has been an increase in the number of volunteers an indication that our community outreach is working.

**7. SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin

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

- A. Report on library outpost. There is an outpost at the Farmers' Market on Fridays. It is brought a number of people to our table. Some library cards were issued.
- B. Review of "Annual Calendar of Events" September is on track.
- C. Renew Audit contract- has been done

**8. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland – New signage for Main St. & School House Lane. The sign will be restored and reprinted in a larger font with less wording to make it more visible. The cost will be split between the library and the township.
- B. Chief School Administrator: Michael Ferrante
  - 1. New signage for the school
  - 2. New windows are in and high end, energy efficient.
  - 3. Retreat was good.
  - 4. Two Board openings: 3 candidates  
Four openings in April
  - 5. New Curriculum Supervisor, William Osman
  - 6. Enrollment is down: 2 kindergarten, 2 first grades.
  - 7. More students went to private school: on average 8-10
- C. Friends of the Cranbury Public Library Representative: Kirstie Venanzi
  - 1. Upcoming Program: Oct. 10, Alternative Energy
  - 2. Cranbury Day Book Sale
  - 3. Gave a check for \$525 for summer program
- D. Cranbury Public Library Foundation: Kirstie Venanzi
  - 1. More aggressive campaign toward corporations
  - 2. Cultivation Event on Sept. 9. Will be at the Nissens in the afternoon.

**9. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene Vivian-Granville
  - 1. No Report
- B. Finance Committee: David Fletcher
  - 1. No Report
- C. Policy and Planning Committee: Jane Holland & Marilyn Mullen  
Working on new Social Media Policy, review of circulation policy
- D. Nomination and Election Committee: Hal Rourke
  - 1. No Report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi –Waiting on report from CHPS.
- F. Public Relations Committee: Andre Mento – CPL shirts. Marilyn discussed with another library their use of polo shirts with their logo on them. They proved very popular with the staff. We elected to do the same. Marilyn is looking into design and cost.

**10. OLD BUSINESS**

- A. None

## **11. NEW BUSINESS**

### A. Lions Club - Jon Goldstein

1. A fifty-fifty Annual rubber duck race on Cranbury Day, Sept. 8. First year is a loss to cover the cost of the ducks. The proceeds will go to the library foundation for the next three years. See Flyer. One thousand ducks will be dumped in the lake. Prizes are \$350, \$200, \$100 Visa cards. They will be selling ducks at the Lions and the Library stations. People will be walking around selling books of tickets. Books are already being sold. Twelve tickets in a book. Sales are currently being sold by Lions. August 22 will be the deadline for the pre-sale. Goal is to raise awareness about the Library Foundation and raise money by the local businesses.

## **12. CORRESPONDENCE**

### A. Auditor

1. The auditor sent the draft copy of the 2011 Audit for review along with the Audit Report Letter for Marilyn to sign.

### B. Helene Cody Foundation sent a thank you letter for the generous donation of color copies.

### C. Emily Goodfellow, patron. Sent copy of NYT article about the future of libraries.

## **13. ADJOURNMENT AT 9:19pm**

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,

*Jane Holland for Charlene Vivian-Granville*