

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
September 13, 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
David Fletcher, Treasurer
Charlene Vivian-Granville, Secretary
Ashish Awasthi, Trustee
MariCris McDowell, Trustee
Andre Mento, Trustee
Michael Ferrante, Chief School Administrator's Representative
Jane Holland, Mayor's Representative

Also present:

Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator
Jan Nash Murphy, Youth and Outreach Services Librarian

3. APPROVAL OF MINUTES

August 9, 2012 Regular Meeting *Approved*

4. TREASURER'S REPORT FOR AUGUST 31, 2012: David Fletcher

- A. Action on Bills List for August 2012 *Approved*
- B. Budget and Operating Status as of 8/31/12

5. DIRECTOR'S REPORT: Marilyn Mullen

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Nash Murphy

7. SYSTEMS ADMINISTRATOR'S REPORT: Doug Baldwin

- A. As mentioned in Doug's written report, Doug compiled circulation statistics to determine which collections in the library have shown the greatest change. The Board discussed this at length, curious about causes.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. October Meeting
 - 1. Kirstie will be away and asked Hal to run the October meeting.
- B. Meeting with School CSA/Principal, Dr. Susan Genco
 - 1. This is covered under Michael Ferrante's report below.
- C. New drawings of the proposed library
 - 1. This is covered under the Facilities Committee report below.

D. Review of "Annual Calendar of Events" for September and October – On-track

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jane Holland
 - 1. The sign has not shown up yet.
 - 2. The Mayor is now campaigning for re-election.
- B. Chief School Administrator: Michael Ferrante
 - 1. Two new appointees have joined the School Board, with five good applicants.
 - 2. The school received a 98% on the QSAC score.
 - 3. The School Board was interested in the new drawings, with parking continuing to be a concern. The school will be looking at parking in general; Michael suggested that any upcoming sitework improvement take into account a visual walkway from the school to the area across the parking lot.
 - 4. Princeton Regional Schools is now called Princeton Public Schools because of the consolidation of the Princeton Borough and Township.
 - 5. Meeting with Dr. Genco about how far the school/library has come, where both are going. Dr. Genco has ideas about how to use the space once the public library moves out.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
 - 1. The Friends' made \$170 at the Cranbury Day book sale, and had lots of volunteers to help.
 - 2. The library will no longer accept donations until the Friends' have a place to store them.
 - 3. The Friends' will be hosting a program in October about alternative energy.
- D. Cranbury Public Library Foundation: Kirstie Venanzi
 - 1. The Foundation has reached the \$1 million milestone.
 - 2. There was a successful cultivation event this past weekend.
 - 3. The library will host a forum for community members to discuss the new library on Monday, October 22 in the evening.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene Vivian-Granville
 - 1. Over the next few months, the Personnel Committee will meet separately and with Marilyn to complete Marilyn's annual review and make recommendations for salary increases.
 - 2. Charlene will send by email a blank review form for each Board member to complete for Marilyn.
 - 3. Charlene asked the Board to use Progress Against Goals to use in preparing their evaluations of her performance this year.
 - 4. Charlene also asked if we could have a closed session at the October Board meeting.
- B. Finance Committee: David Fletcher
 - 1. David will begin working with Marilyn on next year's budget when the Township sends out the appropriation.
- C. Policy and Planning Committee: Jane Holland
 - 1. Jane circulated suggestions for adding a card holder type for long-term hotel residents. This will be discussed at the next Board meeting.
- D. Nomination and Election Committee: Hal Rourke
 - 1. Hal asked the Board to let the committee know of any person who may be interested in joining our Board.

- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. KSS Architects met with the Facilities Committee with new drawings of the "skin" of the building, looking more like a series of barns with gables. The square footage would remain the same, but the floorplan is slightly different with a bump-out that can be used for the Children's area.
- F. Public Relations Committee: Andre Mento – No report

11. OLD BUSINESS - none

12. NEW BUSINESS

- A. Communications Policy and Circulation Policy - tabled to October's meeting
- B. Marilyn's Grant Award - One Book Cranbury
 - 1. The Board congratulated Marilyn on the grant award.
 - 2. The \$1000 grant will help facilitate programs from October to May and will be focused on John Whiteclay Chambers II book, Cranbury: A New Jersey Town from the Colonial Era to the Present.
 - 3. This grant will help us get other grants in the future.
- C. Gerry Stankiewicz, CPA of Samuel Klein and Company - 2011 Audit Report
 - 1. The auditor gave a clean opinion of Cranbury Public Library's financial statements.
 - 2. All of the library's procedures and records are up-to-date and clean. No specific recommendations given.
 - 3. Recommendation is that the Board of Trustees continue to review operations and make sure everything has proper documentation. There was no problem, just a recommendation that oversight by any Board on the day-to-day operations is prudent.
 - 4. The auditor responded to questions from the Board.
Motion to accept 2011 Audit Report as presented: Dave
Second: Andre Motion approved

13. CORRESPONDENCE

- A. A letter from the auditor came confirming that he sent copies to the Township and State.

14. OPEN DISCUSSION PERIOD

- A. Libraries designing unique experiences for their patrons- article forwarded by Doug Baldwin - tabled to October.
- B. Library SuperPac - tabled to October.

15. ADJOURNMENT AT 9:22pm

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