

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
November 8, 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 - excused
MariCris McDowell, Trustee
Andre Mento, Trustee
Michael Ferrante, Chief School Administrator's Representative
Jane Holland, Mayor's Representative - absent

Also present:

Marilynn Mullen, Director
Douglas Baldwin, Systems Administrator

3. APPROVAL OF MINUTES

October 11, 2012 Regular Meeting *Approved*

- 4. TREASURER'S REPORT FOR OCTOBER 31, 2012:** David Fletcher
- A. Action on Bills List for October 2012 *Approved*
 - B. Budget and Operating Status as of 10/31/12

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. The Forum held at the library on October 22 was well attended with interesting questions.
- B. Review of "Annual Calendar of Events" for November and December
 - 1. Many items are pending because the Township appropriation is uncertain and our budget cannot be built.
 - 2. February 2, 2013 is the tentative date for the Board Retreat at Meadow Lakes in Hightstown.

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jane Holland - No report
- B. Chief School Administrator: Michael Ferrante
 - 1. The school was closed five days last week due to the hurricane. Two days this week that would normally be closed for the Teachers' Convention (to be held in Atlantic City, which was strongly affected) were given back by the teachers so that school could be resumed.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
 - 1. The Friends' Meeting was canceled this week due to the hurricane.
- D. Cranbury Public Library Foundation: David Fletcher
 - 1. The Foundation had a cultivation event at the Witt's house was well-received.
 - 2. The Foundation is continuing on its fundraising efforts.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene Vivian-Granville
 - 1. Charlene just compiled the Board's reviews of Marilyn and thanks the Board for their participation and input.
 - 2. The Committee's meetings have been postponed because the Township is unable to give the library the amount of the 2013 appropriation. Committee meetings to discuss compensation will take place in the future.
- B. Finance Committee: David Fletcher
 - 1. The Finance Committee will be meeting to work on the budget in a couple weeks after (hopefully) some numbers will be received from the Township.
- C. Policy and Planning Committee: Kirstie Venanzi
 - 1. Now that the date has been determined for the Board Retreat, the framework and agenda will be determined.
- D. Nomination and Election Committee: Hal Rourke - No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. We are waiting for some additional drawings from KSS Architects.
 - 2. The Committee will be meeting to get further information about building from a contact of the Witt's.
- F. Public Relations Committee: Andre Mento
 - 1. The PR Committee will be meeting with the potential filmmakers about the PR film that was discussed at last month's Board Meeting.

11. OLD BUSINESS

- A. None

12. NEW BUSINESS

- A. Calendars
 - 1. The Board of Trustees 2013 Meeting dates were approved by consensus.
 - 2. The December Board Meeting will be Tuesday, December 11th at 7:30pm. This meeting date has changed due to a conflict with a school function.
- B. The Lion's Club asked the Library host a box to collect coats for the victims of Hurricane Sandy. The Lion's also has a disaster fund and would like to help out a local family who has been affected. Please let Andre know if you know of anyone.

13. CORRESPONDENCE

- A. None

14. OPEN DISCUSSION PERIOD

- A. None

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 - 8:46pm

Motion: Charlene

Second: Michael

Vote: Unanimous

OUT - 9:30pm

Motion: Andre

Second: David

Vote: Unanimous

16. ADJOURNMENT AT 9:30pm

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