

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
December 11, 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: on November 9, 2012, a change of date notice for the December meeting and on December 6, 2012, a room change notice 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 - absent  
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**

November 8, 2012 Regular Meeting *Approved*

**4. TREASURER'S REPORT FOR NOVEMBER 30, 2012:** David Fletcher

- A. Action on Bills List for November 2012 *Approved*
- B. Budget and Operating Status as of 11/30/12

**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. Kirstie asked the Board to consult an attorney about having the Foundation be the body that would be responsible for the construction of the new building.
  - 1. Motion: for Kirstie to consult an attorney to determine whether the Foundation could be in charge of the bidding process in the construction of the building.  
*Motion to approve:* Michael *Second:* Jane
- B. Review of "Annual Calendar of Events" for September and October
  - 1. We are delaying our approval of staff compensation and budget until we have our appropriation from the Township.

## **9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland
  - 1. Storm cleanup is still ongoing, but is self-sufficient.
  - 2. Mayor Cook is most likely not going to run for Mayor at the Township's reorganization meeting in January.
- B. Chief School Administrator: Michael Ferrante
  - 1. Kirstie would like Michael to ask Dr. Genco when the meeting with the library would be.
  - 2. On January 31, the Municipal Alliance is sponsoring the George Street Playhouse, which will be putting on a play for the Middle School students and offered for the library to house the materials that will accompany the play.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
  - 1. There was no December meeting.
- D. Cranbury Public Library Foundation: David Fletcher
  - 1. April 7 will be the kickoff along with two cultivation events in the New Year.
  - 2. There was some interest expressed about the library at the table at the annual Holiday Pancake Breakfast.

## **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene Vivian-Granville
  - 1. On hold until the Township appropriation is determined.
- B. Finance Committee: David Fletcher
  - 1. The Finance Committee is working on the budget with different scenarios based on the possible appropriation from the Township.
- C. Policy and Planning Committee: Kirstie Venanzi
  - 1. Options for the agenda for the Board Retreat were discussed.
    - a. A Public Relations expert that David knows will be contacted to speak.
    - b. Sam Venanzi, who will be working on the PR video for the library, will also be invited.
- D. Nomination and Election Committee: Hal Rourke – No report
  - 1. MariCris will be starting as Secretary in January; the rest of the officers will remain the same.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  - 1. The Facilities Committee needs to meet; no report at this time.
- F. Public Relations Committee: Charlene Vivian-Granville for Andre Mento
  - 1. The PR Committee met with Sam Venanzi during November about ideas for and producing the short PR video.

## **11. OLD BUSINESS**

- A. None

## **12. NEW BUSINESS**

- A. None

## **13. CORRESPONDENCE**

- A. A Thank You note was received from Kirstie Venanzi for the nomination by Marilyn for Trustee of the Year.
- B. A letter from Literacy Program of New Jersey sent a Thank You for the donation sent by the library to their cause/program.
- C. The Hamilton Township Public Library sent a flyer to CPL about a sing-a-long this weekend; donations received will benefit those affected by Sandy.

**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 - 8:33 pm**

*Motion:* Michael

*Second:* David

*Vote:* Unanimous

**OUT - 9:22pm**

*Motion:* David

*Second:* Ashish

*Vote:* Unanimous

**16. 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*