

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
April 12, 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  
James Fahey, Vice-President, Friends' of Cranbury Public Library

**3. APPROVAL OF MINUTES**

March 8, 2012      Regular Meeting      *Approved*

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

- A. Action on Bills List for March 2012      *Approved*
  - 1. The payment of bills was reviewed by the Treasurer and recommended for approval. *Approved.*
- B. Budget and Operating Status as of 3/31/12
  - 1. David recommends that we review only the year-to-date Statement of Revenue and Expense and delete the monthly statement. There were no objections.
  - 2. CPL group insurance expense (line 203 - Personnel Expenses) may be over budget for the year. The budget will be reviewed and recommendations made to reduce other budgeted expense lines by an amount equal to the estimated overage.
  - 3. Other than the group insurance expense, actual revenue and expenses are in line with the budget through March.

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

- A. Marilynn went to the Women's Club Meeting this past week and informed them how Womens' Clubs nationwide have supported the startup of over 75% of libraries nationwide.

**6. YOUTH AND OUTREACH SERVICES REPORT:** Jan Nash Murphy

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

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

- A. Kirstie attended the Township Committee Meeting during which the Township Annual Budget was discussed.
  - 1. The Township Business Office has our funding listed as Mandatory Funding; Kirstie would like us to be perceived not as mandatory, but that the voters chose to vote to have a library.
- B. Review of "Annual Calendar of Events" for April and May – On-track

**9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Jane Holland – No report
- B. Chief School Administrator: Michael Ferrante
  - 1. A joint Township and School Board meeting took place.
  - 2. The school budget and elections will be held on Tuesday, April 17.
  - 3. The school budget reflects only a 1% increase.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
  - 1. The Friends sent out a mailing to all Cranbury Residents highlighting upcoming CPL programs.
  - 2. The Friends' Annual Meeting and program about the new Princeton Hospital will be on Thursday, April 19th at 7:00pm.
  - 3. The Friends are looking for a few more volunteers for Board positions, particularly the Friends' Book Sale.
- D. Cranbury Public Library Foundation: David Fletcher and Kirstie Venanzi
  - 1. Kirstie mentioned that at a recent Foundation Meeting that the Foundation created a new role of Capital Campaign Chairperson, instead of having the President of the Foundation serving that role, as well as the administrative role.
  - 2. This position would be for six months while the Foundation wraps up the silent phase, before corporate donations are sought.
  - 3. Kirstie could possibly take this role, with Patricia Thommson as the President, but would need to share her Board President roles.
    - a. One of Kirstie's responsibilities that needs to be shared is running meetings.
    - b. Someone also needs to take over as chair of Policy and Planning Committee.

**10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Charlene Vivian-Granville – No report
- B. Finance Committee: David Fletcher – No report
- C. Policy and Planning Committee: Kirstie Venanzi – No report
- D. Nomination and Election Committee: Hal Rourke – No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  - 1. The Committee met with Mark Berkowsky who had many suggestions about the new building regarding energy efficiency, community center concept, the building having a more traditional look, and is there a possibility of having a mortgage?
  - 2. The architects and the committee will need to meet to discuss Berkowsky's suggestions.
- F. Public Relations Committee: Andre Mento
  - 1. The Committee met and discussed options for future mailings.
  - 2. The Committee will be looking at the demographics of our town, a report compiled by James Fahey of the Friends.

**11. OLD BUSINESS**

- A. Indemnification Clause
  - 1. The Indemnification Clause passed at our last meeting refers to a law that does not apply to public boards.

2. Information brought to this meeting by Marilyn indicates that individual Board members cannot be sued. The concern is that individually we can each be named, and an attorney would need to represent us to state in a court of law that we cannot be individually named.
3. Michael moved to strike from our Bylaws our Indemnification Clause passed last month based on our discussion tonight.  
*Motion to approve:* Michael                      *Second:* Andre
4. The issue is being referred to the Policy and Planning Committee to look at language for our Bylaws regarding the possibility of designating a spokesperson in the event of a lawsuit.
5. Marilyn will check our current coverage through Allen & Stults to see what is covered.

## **12. NEW BUSINESS**

- A. Township Committee Meeting: April 23rd
  1. Marilyn will be presenting her annual report.
  2. James Fahey suggested that the annual report be presented on our iPads and Kindles.
  3. Kirstie requested that Board members attend the meeting for support.
- B. Drug-Free Fair: May 19th
  1. Ideas were discussed on having a table that is interactive and keeps kids around, like the Legos last year.
  2. What will draw the kids the most is if they can get a stamp on the Drug-Free Fair sheet so they can get their t-shirt.
  3. Jan wants to tie the theme of the program into the Summer Reading Program.
- C. Memorial Day Parade: May 28th
  1. Kirstie will work on ideas for CPL's participation in the parade. We may just march and hand out bookmarks as in years past.
- D. Coffee Availability in the Library
  1. Marilyn and staff will purchase equipment and supplies for coffee for sale for adult patrons.  
*Motion to approve:* Jane                      *Second:* Hal

## **13. CORRESPONDENCE**

- A. New Jersey Library Trustee Institute brochure was handed out. Any trustee, especially the new trustees, are encouraged to attend on June 2 in Eatontown, NJ. Board members are asked to come to the next Board Meeting with an affirmative if you plan to attend.
- B. The Elms sent a thank you for receiving some discarded books.

## **14. OPEN DISCUSSION PERIOD**

## **15. ADJOURNMENT AT 9:09pm**

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*