

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES
January 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 (excused)
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

December 13, 2011 Regular Meeting *Approved*

4. TREASURER'S REPORT FOR DECEMBER 31, 2011: Marilyn Mullen/David Fletcher

- A. Action on Bills List for December 2011 *Approved*
- B. Budget and Operating Status as of 12/31/11

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. Several Board Members and Library Staff went to Central New Jersey Library Day today.
 - 1. U.S. Representative Rush Holt and others discussed that there are no more earmarks from Washington D.C., but there are some possibilities for grants.
 - 2. Rush Holt is considered the "go to" person in Congress for libraries.
- B. Review of "Annual Calendar of Events" for January and February – On-track

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jane Holland
 - 1. Reorganization Meeting from the Township just took place.

2. Dave Cook was elected Mayor.
- B. Chief School Administrator: Michael Ferrante
 1. CPL rent will stay the same for 2012.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
 1. There will be a book sale at Grounds for Sculpture
- D. Cranbury Public Library Foundation: David Fletcher
 1. There are many donations coming in.
 2. There was a reorganization meeting on Monday, January 9.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene Vivian-Granville – No report
- B. Finance Committee: Andre Mento – 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 the architects to discuss the design. As a Board, we are listening to the public, but have no design changes to date.
 2. Next meeting will be Tuesday, January 17.
- F. Public Relations Committee: Andre Mento – No report

11. OLD BUSINESS

- A. 2012 Budget
Motion to approve: Dave Second: Hal Approved
- B. Library Board minutes posted as other township boards/committees.
 1. Tabled for another meeting.
- C. Library Board Retreat
 1. Saturday, January 28, 2012 from 9:00-2:00.
 2. Location to be determined.
 3. Program will be brainstorming getting public support for a small public library.
 4. The Policy and Planning Committee will work on the agenda.

12. NEW BUSINESS

- A. Swearing in new Officers
 1. Kirstie: President, Hal: Vice-President, Charlene: Secretary, Dave: Treasurer
Motion to approve: Hal Second: Charlene Approved
- B. Election of officers and committee assignments
 1. Personnel: Chair – Charlene Vivian-Granville, Hal Rourke, Jane Holland
 2. Finance: Chair - Andre Mento, Kirstie Venanzi, Dave Fletcher, Ashish Awasthi
 3. Policy and Planning: Chair – Kirstie Venanzi, Jane Holland
 4. Nomination and Elections: Chair – Hal Rourke, Andre Mento, Charlene Vivian-Granville
 5. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Charlene Vivian-Granville, Andre Mento, David Fletcher
 6. Special – Public Relations Committee: Chair – Andre Mento, Charlene Vivian-Granville, Hal Rourke, MariCris McDowell
- C. Resolution 2012-1: Establishing Capital Expense Plan and Reserving Funds
Motion to approve: Hal Second: Andre Approved

13. CORRESPONDENCE

- A. Thank you note from Beth Anne Kafasis for the flowers and get-well card during her medical leave.

- B. A letter was received from daughter of Marion Greczyn of thanks for the health coverage over the years. The letter acknowledges the end of the health coverage in April 2012.
- C. A letter from NJTLA to encourage renewal of Trustee memberships. The Trustee Institute will be held Saturday, June 2, 2012 in Eatontown, NJ.

14. OPEN DISCUSSION PERIOD

- A. Dave encourages the Board to have mini-lessons during the meetings, as continuing education, to keep up-to-date on library law, finance, other organizations, etc. We can brainstorm topics at the Board Retreat.

15. ADJOURNMENT AT 9:03pm

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