BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

August 10, 2017 – 7:30p.m. Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:34p.m.

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: December 5, 2016, a notice for this meeting 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 - present

Andre Mento, Vice-President - present

David Fletcher, Secretary/Treasurer - excused

Laurel Quinn, Chief School Administrator's Representative - resigned

Dan Mulligan, Mayor's Representative from the Township Committee - present

Lorraine Sedor, Trustee - present

Ira Negin, Trustee - present

Robin Black, Trustee - excused

Nancy Whitcraft, Trustee - present

Michele Gittings, 1st Alternate Trustee, Acting Board Secretary - present

Also Present:

Marilynn Mullen, Director

3. APPROVAL OF MINUTES

A. July 13, 2017 Regular Meeting Approved by consensus.

4. TREASURER'S REPORT: Dave Fletcher

A. Recommended action on Bills Lists for July 31, 2017.

Motion: Andre 2nd: Ira All were in favor. Approved.

B. Report - Budget and operating status as of July 31, 2017

Dave reviewed the report and had no comments.

5. DIRECTOR'S REPORT: Marilynn Mullen

Report included in folder.

A. Board members asked for clarification on qualifications of bidders.

6. YOUTH SERVICES LIBRARIAN'S REPORT: Marilynn Mullen

Report included in folder.

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen

Report included in folder.

8. PRESIDENT'S REPORT: Kirstie Venanzi

Review "Annual Calendar of Events" - August, September

- A. There is nothing on the calendar for August.
- B. At end of September, Marilynn will provide a progress against goals.

Attendance at the Township Committee meeting is encouraged, 7pm, Monday, July 14, 2017

9. REPRESENTATIVES' REPORTS

A. Mayor's Representative: Dan Mulligan

- i. Dan spoke to the importance of the update on the new library at the Township Committee meeting and being transparent with public.
- ii. Contingency calculation for new construction was reviewed.

B. Chief School Administrator Representative: No member assigned No report

C. Cranbury Public Library Foundation

Covered in Marilynn's report

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Lorraine and Kirstie
 - i. Lorraine: An email was received from a staffer questioning compensation and PTO. Although no funds are present for additional compensation currently, it is recommended that we revisit the topic in the future. Lorraine will write a letter to the staffer and is asking for a closed session at the next meeting to discuss.
 - ii. The current PTO policy was discussed. Marilynn will email it to Trustees.
- B. Finance Committee: David, Andre, Ira

No report

C. Policy and Planning Committee: Ira, Kirstie, Michele

No report

D. Nomination and Election Committee: Andre, Nancy, Robin

One alternate position open

E.Special - Facilities Development Committee/Task Force: Kirstie,

Andre, David, Michele

- 1. Members of the committee met with Mark Berkowsky to discuss bidder qualifications and plan forward. Mark recommends continuing with qualifying bidders and fundraising. Glenn Johnson was also in attendance.
- **F.Special Public Relations Committee**: Lorraine, Nancy, Robin, Michele No report

11. OLD BUSINESS

None

12. **NEW BUSINESS**

A. Cranbury Day – Marilynn and staff are developing an idea of a pop up library theme and are brainstorming "pop up" ideas such as e-books, signing up for library cards, etc. Cranbury Day will be on September 9 and there will be a sign up.

- B. Other new business was covered in Directors Report and Facilities Committee report.
- C. The board is looking for a new secretary.

13. CORRESPONDENCE

A. \$5000 was left to the library in the will of Donna Baumann – check arrived. Her name will be added to the donor's plaque.

14. OPEN DISCUSSION PERIOD

- A. Dan noted that the masterplan shows both the parking lot and library. This information may be helpful to those trying to understand the new location.
- B. Ira will be moving soon.

15. CLOSED SESSION - None

16. **ADJOURNMENT AT 8:44 p.m**.

Motion: Kirstie 2nd: Dan All were in favor. Approved.

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,

Michele Gittings