## BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

## **REGULAR MEETING MINUTES**

February 12, 2015 – 7:30pm Tom Gambino Room, Cranbury Public Library

# 1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:40 pm

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 2, 2014, 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 Andre Mento, Vice-President David Fletcher, Secretary/Treasurer Richard Burke, Trustee Ash Hadap, Chief School Administrator's Representative Jane Holland, Trustee David Cook, Township Committee – absent Lorraine Sedor Trustee

## Also Present:

Marilynn Mullen, Director Wendy Borg, Recording Secretary - excused

## 3. APPROVAL OF MINUTES

January 8, 2015 Regular Meeting
Motion: David 2<sup>nd</sup>: Ash
All were in favor. Approved.

#### 4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for January 31, 2015

Motion: David 2<sup>nd</sup>: Kirstie

All were in favor. Approved.

- B. Budget and Operating Status as of January 31, 2015
  - 1. Strong Balance sheet. Overall expenditures to date are under budget.
  - 2. NOTE: Township appropriation is shown as a monthly item however township under funds in the 1<sup>st</sup> quarter and pays balance in April (therefore shows as CPL over budget, which is inaccurate.)

## 5. **DIRECTOR'S REPORT:**

A. Marilynn attended the LMx Directors meeting where it was decided to that Hillside PL does not meet the requirements of

the MURAL open borrowing agreement and will be removed from the consortium. Hillside, due to a flood in the building, no longer meets the definition of a library in good standing. Their residents have been using surrounding community libraries. A letter to the Hillside mayor was to be sent advising services would no longer be provided effective March 1.

- B. Marilynn attended the Township Committee budget meeting on February 7 with Kirstie and Dave to request an increase in \$16,700 in township appropriations.
- C. Marilynn prepared the 2014 Transfer Calculation Form, Technology Plan, Capital Plan and Income and Expenditure Analysis to submit to the township.
- D. Staff Planning Meeting Spring programs are being planned; summer reading events were brainstormed.
- E. Adult fiction section has been weeded.
- F. Heard at the Library Two college students left because there was nowhere for them to sit and study.
- G. Snow closings Tuesdays Jan. 27 and Feb. 10. Early closings Mondays, Jan. 26 and Feb. 2 and Feb. 9.

## 6. YOUTH AND OUTREACH SERVICES REPORT:

## 7. SYSTEMS ADMINISTRATOR'S REPORT:

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

- A. Review "Annual Calendar of Events" December
  - 1. February Board retreat Friday, Feb. 27 at 6:00 pm. Strategic plan due.
  - 2. March Annual report to state library due. Marilynn and BethAnne are working on it. Marilynn in contact with auditor to begin annual audit.
  - 3. April Financial disclosure reports by CPL trustees due.
- B. Township Committee Budget Meeting
  Kirstie, Dave and Marilynn attended this meeting on February 7.
  Dave and Marilynn left after the Committee reported that a
  decision would not be made that day. However, Kirstie
  remained and the Committee did vote on the budget request,
  denying the CPL's request for an additional \$16,700. The vote
  was 2-3. Committee member Dan Mulligan left the meeting

during the discussion. The Committee suggested that the CPL take the requested amount out of reserves.

Kirstie asked for a show of support from the Committee to ease residents' concerns about the new library being a viable and sustainable project. In private conversation, she was told the Committee does support the library and that a sign for the future building can be erected on site.

Since the additional budget request was denied, Dave suggested the Board move ahead with planned cuts as follows:

- 1. Reduce Saturday operating hours by one hour
- 2. Increase new book fines
- 3. Other small fee implementation/increases at the discretion of the Director, such as interlibrary loan fines if a book is not picked up.
- 4. Close library on holidays when the school is closed: Rosh Hashanah (9/14); Saturday before Easter April 4; July 3. Marilynn felt the impact on staff would be minimal for these dates.

Motion to close on these dates:

Jane 2<sup>nd</sup>: Dave All were in favor. Approved.

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

- A. Mayor's Representative: David Cook No report.
- B. Chief School Administrator Representative: Ash Hadap
  - 1. School budget due to be ratified on March 20.
- 2. An Eighth grade student received a scholarship to spend a week in Russia studying indigenous cultures. The organization that awarded the scholarship attended an assembly during Spirit Week to make the announcement.
- 3. Wiring in the building is ongoing. Marilynn noted that a personal item on J. Dera's desk was broken while wiring was being fixed over her desk. While the workers attempted to repair the piece, there was no mention of it or an apology from the school. Ash will follow up.
- C. Foundation: Kirstie

Excitement is building for the Chinese New year fundraiser on Feb. 28 at St. David's Church. Marilynn reported the event was "boosted" by purchasing an ad on Facebook. The Foundation will reimburse the CPL for the \$20 cost of the ad.

## 10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Jane and Lorraine No report.
- B. Finance Committee: David, Andre, Kirstie

- Dave Cook suggested as an addition.
- C. Policy and Planning Committee: Jane, Ash, and David No report.
- D. Nomination and Election Committee: Andre and Richard Dave Cook suggested as an addition.
- E. Special Facilities Development Committee/Task Force: Kirstie, Andre, and David Drawings for new building in progress.
- F. Special Public Relations Committee: Andre, Richard, Lorraine Viral/Word-of-mouth marketing discussed. Lorraine to circulate article to other members of the PR committee for discussion/recommendations at retreat.

## 11. **OLD BUSINESS**

Cranbury's circulation averages about 13 books per resident, lower than Princeton (18), but significantly higher than surrounding communities such as Plainsboro and Monroe.

- 12. **NEW BUSINESS None**
- 13. **CORRESPONDENCE** None
- 14. **CLOSED SESSION -** 9:02 p.m.

Motion: Andre 2<sup>nd</sup>: Ash All were in favor. Approved.

Prior to entering closed session, PTO was discussed with the Director:

The maximum carryover of paid time off is two years. As a result of policy changes, K. Lehr, J. Negin and E. Saullo should no longer accrue PTO. B. Kafasis and H. Bloom Leeds will be asked by Marilynn to start "spending down" their PTO. Marilynn also noted that funds are set aside annually to pay all accrued PTO, should any

#### 15. OPEN DISCUSSION PERIOD

employee resign and require a payout.

16. ADJOURNMENT AT 9:21 pm

Motion: Andre 2<sup>nd</sup>: David 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,

Wendy W. Borg