BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

March 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 - excused
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 - excused Wendy Borg, Recording Secretary

3. APPROVAL OF MINUTES

February 12, 2015 Regular Meeting
Motion: Andre
All were in favor.
Approved.

4. TREASURER'S REPORT:

A. Recommended action on Bills Lists for February 28, 2015

Motion: Jane 2nd: Lorraine All were in favor. Approved.

- B. Budget and Operating Status as of February 28, 2015
 - 1. Balance sheet is in good order. Overall expenditures to date are under budget.
 - 2. NOTE: Township appropriation is shown as a monthly item however township under funds in the 1st quarter and pays balance in April (therefore shows as CPL over budget, which is inaccurate.)

5. **DIRECTOR'S REPORT:**

Included in folder.

6. YOUTH AND OUTREACH SERVICES REPORT:

Included in folder.

7. SYSTEMS ADMINISTRATOR'S REPORT:

Included in folder.

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

- A. Review "Annual Calendar of Events" December
 - 1. March Annual report due March 15 was submitted to state library. Also submitted to BOT and Kirstie signed it. Marilynn in contact with auditor to begin annual audit.
 - 2. April Financial disclosure reports by CPL trustees due.
 - 3. Secretary to send quarterly attendance to director.
- B. Township Committee Budget Meeting
 On March 23 some members will attend the township budget
 meeting. Kirstie invited the other board trustees to attend in
 support.

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 17.
 - 2. He reported the school is in good shape. Normal maintenance projects are on tap.
 - 3. PARCC testing is proceeding well.
- C. Foundation: Kirstie

A. Kirstie invited referrals for anyone seeking information. The goal is another \$250,000 raised in the summer.

B. About \$13,000 was raised during the Chinese New Year fundraiser on Feb. 28 at St. David's Church. Over 250 people attended, 28 families cooked all the food. There was a dragon dance and other entertainment and a good time was had by all.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Jane and Lorraine No report.
- B. Finance Committee: David, Andre, Kirstie No report.
- Policy and Planning Committee: Jane, Ash, and David
 Circulation policy draft on table for approval. Fines to be raised.
 Motion: Andre
 All others in favor.
 Motion carried.
- D. Nomination and Election Committee: Andre and Richard Still have one open spot on the Board.

- E. Special Facilities Development Committee/Task Force: Kirstie, Andre, and David Sign will be erected on property soon. Committee also awaiting word from architect Anthony Iovino. Kirstie will set up a "free library" kiosk, painted in the colors of the future library.
- F. Special Public Relations Committee: Andre, Richard, Lorraine Lorraine suggested a facebook contest for "Likes." Also a virtual geo-cache on the site of the new library. Facebook post ideas "Something heard at the library," what Joanne does, fun facts, "In case you missed it.." for programs that have happened that people may have missed, etc.
- 11. **OLD BUSINESS** None
- 12. **NEW BUSINESS None**
- 13. **CORRESPONDENCE** Letter from Linda Brooks, Manager of NJ Cash Management Fund informing that the NJ Cash Management Fund will be transitioned to a new provider, the State Street Bank and Trust Company.
- 14. OPEN DISCUSSION PERIOD
- 15. ADJOURNMENT AT 8:19 pm

Motion: Andre 2nd: Lorraine 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