BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

March 13, 2014 – 7:30pm Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:37pm

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 3, 2013, a notice for all scheduled 2014 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 - excused David Fletcher, Treasurer

Richard Burke, Trustee

Ashish Awasthi, Trustee – (7:52 pm)

Andre Mento, Trustee

Kevin Fox, Chief School Administrator's Representative - absent Jane Holland

Jay Taylor - Township Committee - excused

Also Present:

Marilynn Mullen, Director Wendy Borg

3. **APPROVAL OF MINUTES**

February 15, 2014 Regular Meeting and Retreat

Approved as is:

Motion: Andre 2nd: David

4. TREASURER'S REPORT FOR FEBRUARY 2014:

A. Recommended action on Bills Lists for February 2014

Motion: David 2nd: Jane

- B. Budget and Operating Status as of February 28, 2014
 - 1. Balance sheet is strong. Very few liabilities, healthy checking account balances.
 - 2. Income is \$6000 under budget, but we are due for the quarterly payment, which will bring this up.

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

A. Approved:

Motion: Jane 2nd: Richard

B. National Library Week -

- 1. Marilynn reported that a celebration will be held for library staff and board members; foundation members, GrandPals, student volunteers, The Lions Club, Historical and Preservation Society, Board of Education, and the Township Committee.
- 2. April 16, 7:00 9:00 p.m.
- 3. Beth Anne Kafasis 20 years of service

Kathy Lehr- 10 years of service

Friends of Public Library - 20 years of service

- 4. Recognition and generating enthusiasm
- C. Friends of Public Library struggling to bring in board members to run the organization; will take a hiatus; will still support Museum Passes, summer reading, and TumbleBooks
- D. State report has been submitted and the certification mailed in
- E. Staff met with architect
- F. Bites for Books at Teddy's was successful last Monday
- G. McCaffery's receipt program brought in \$168.
- H. Upcoming program on genealogy need registrations
- I. Upcoming program Morningstar webinar on Successful Retirement
- J. Fundraiser Digitizing photos
- K. Marilynn Vacation April 23 May 6 Joann will do books;
- L. Circulation -Adult books down, children up, total books higher, videos down

6. YOUTH AND OUTREACH SERVICES REPORT: Marilynn Mullen

Toddler story time is going well. Registrations needed for Second Saturday

7. SYSTEMS ADMINISTRATOR'S REPORT: Marilynn Mullen

- A. Joann finished the high school fiction categorization; still working at Four Seasons doing Tech Talks; social media group for parents may continue
- B. Teen Tech Week now
- C. Facebook "likes" and "shares" are on the rise

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review of "Annual Calendar of Events" for March and April.
- B. Jane will run the April meeting because Kirstie will be absent.

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jay Taylor No report.
- B. Chief School Administrator Representative: Kevin Fox No report.
- C. Friends of the Cranbury Public Library: Marilynn Mullen see Director's report
- D. Foundation: Kirstie
 - 1. Cold calls and follow up calls

- 2. Teddy's 2nd fundraiser was successful
- 3. Met with Board of Education Kirstie presented the benefits and implications for the school of a new separate public library. This document was approved by the BOE.
- 4. Many meetings have been held
- 5. Goal is to raise \$600K by June to total \$2M

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Hal Rourke and Jane Holland No report.
- B. Finance Committee: David Fletcher, Andre Mento, Kirstie Venanzi, Ashish Awasthi No report.
- Policy and Planning Committee: Jane Holland and Ashish Awasthi
 Director is presenting Annual Report to the Township Committee on March 24.
- Nomination and Election Committee: Hal Rourke, Andre Mento, and Richard Burke
 No report.
- E. Special Facilities Development Committee/Task Force: Kirstie Venanzi, Andre Mento, David Fletcher Meeting on Tuesday night
- F. Public Relations Committee: Andre Mento, Hal Rourke and Richard Burke

 Meeting Richard reported there is a need for a vision of the future for people to buy into the future. He suggested a campaign around the "Retro" motif for an element of fun. Jane noted activities are needed to raise awareness. Ideas include setting up an activity on the actual site of the future library movie night, petting zoo, flash reading mob, Read Out.

11. OLD BUSINESS

A. PTO (Personal Time Off) – Marilynn presented a report of staff hours budgeted and actual. Ashish suggested PTO is offered for between 22-24 hours, at the Director's discretion. Marilynn will update the employee manual to reflect this. Policy Committee will review the policy on the carry over of PTO.

12. **NEW BUSINESS**

- A. Library Board orientation
- B. Election of officer Secretary
- C. Selection of committees
- D. Architect bill \$3,000 Anthony Iovino will be paid out of planning and development

13. **CORRESPONDENCE**

A. Thank you letter for program on digital photo books

- B. Trustee cards
- C. Thank you card from school on Read Across America participation
- D. Letter from patron Discussion of several frequent patrons with unusual behavior in library. Marilynn will contact police for advisement.

14. OPEN DISCUSSION PERIOD

15. **CLOSED SESSION**

A. Compensation discussion – No discussion.

16. ADJOURNMENT AT 9:20 pm

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