

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Thursday, August 13, at 7:00 p.m.
Via Zoom Conference Call

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: A u g u s t 11, 2020 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 S. Venanzi, President - present	Ira Negin - present
Andre Mento, Vice-President - absent	David Carroll - present
Dave Fletcher, Treasurer - absent	Fred Dennehy – present
Patty Thomsson, Secretary - present	
Matt Scott, Mayor – present (arrived 7:05 pm after consent agenda vote)	
Amy Dixon, Chief School Administrator's Representative - absent	
Also to be present:	
Marilynn Mullen, Director – present	

3. CONSENT AGENDA:

- A. Action on the minutes of the July 9, 2020 and special meetings on July 16th and 30th and August 6th.
- B. Action on Bills List for month ending 7/31/2020
Motion to Approve Consent Agenda: PThomsson Second: INegin Comment on purchase of shelving for new, temporary library space. ROLL CALL: Venanzi, Thomsson, Negin, Dennehy, Carroll – yea: Mento, Dixon, Scott, Fletcher absent Motion passed, vote unanimous.

4. TREASURER'S REPORT:

- A. Report - Budget and Operating Status as of 7/31/2020 – per submission

5. PRESIDENT'S REPORT: Kirstie Venanzi –

Noted that she had circulated the *Cranbury Press* article on the CPLibrary move and that we are still working the lease for 109 S. Main Street.

6. DIRECTOR'S REPORT: Marilynn Mullen

Per submission. Mullen provided update on library move to new, temporary space and reopening for library services.

7. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen

Per submission.

8. REPRESENTATIVES' REPORTS:

- A. Mayor's report: Matt Scott – Noted that Township Committee passed a resolution on Monday, August 10th to allow a trailer to serve as the new, temporary CPLibrary to be situated on Park Place West, however final location on street still to be determined. Curbside pickup of materials should be paused until trailer placement is finalized.
- B. School Administrator's Representative: Amy Dixon – none. Mullen and Venanzi will conduct a walk-through of the CPLibrary space with school staff on Monday, August 17th and return keys at that conclusion.

9. TRUSTEE COMMITTEE REPORTS

- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll – none
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll - none
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy - none.
- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher - none
- E. Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy –none
- F. Special Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson – none

10. OLD BUSINESS –

Mullen provided update on move out of current library space to new space and reopening plans.

11. NEW BUSINESS

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

- A. Library Storage Area – see Director’s report
 - B. Pocket Library Strategy – Mullen outlined plans for checkout of library materials and curbside pick-up. No patrons will be permitted in either the 109 S. Main location or trailer, only CPL library staff. Plan to have adult, juvenile and children’s materials in trailer. Moving forward slowly and staff will be split and scheduled as two teams for safety.
 - C. Library going forward – Regarding staff compensation, employees will be paid in August only for hours worked. Using remainder of August for staff to move and inventory materials. By September 10th Board meeting, Mullen will present a formal staffing plan and compensation recommendations for the remainder of the calendar year.
- 12. CORRESPONDENCE** - none
- 13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT** – none
- 14. CLOSED SESSION**
- A. Motion to move to closed session at 7:30pm F Dennehy, Second I Negin. ROLL CALL: Venanzi, Thomsson, Scott, Negin, Carroll, Dennehy all yea, Absent: Dixon, Fletcher, Mento. Vote 6 yeas, unanimous
 - B. Motion to move out of closed session at 7:57pm M Scott, second I Negin. ROLL CALL: Venanzi, Thomsson, Scott, Negin, Carroll, Dennehy all yea. Absent: Dixon, Fletcher, Mento. Vote 6 yeas, unanimous
- 15. ADJOURNMENT** 8:00 p.m.
- Motion: I Negin Second: K Venanzi ROLL CALL: Venanzi, Thomsson, Dennehy, Negin, Carroll, Scott all yea; Dixon, Fletcher, Mento absent. Motion passed, vote unanimous