

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

**Thursday, September 10 at 6:30 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: September 8, 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 - present	David Carroll - present
Dave Fletcher, Treasurer - present	Fred Dennehy – present
Patty Thomsson, Secretary - present	
Matt Scott, Mayor – present	
Amy Dixon, Chief School Administrator's Representative - present	
Also to be present:	
Marilynn Mullen, Director – present	
Anthony Barbera, CPA & Audit Partner, Barbera & Barbera (after closed session ended, open session begun)	

At 6:33 pm motion to move to closed session to discuss potential legal and contractual issues. Motion to approve: KVenanzi, Second: AMento. No opposition in vote. Motion passed, vote unanimous.

At 7:04 pm motion to move out of closed session. Motion to approve: INegin, Second, PThomsson. No opposition in vote. Motion passed, vote unanimous.

3. CONSENT AGENDA:

- A. Action on the minutes of the August 13, 2020.
- B. Action on Bills List for month ending 8/31/2020.

Motion to Approve Consent Agenda: DFletcher, Second: AMento. No opposition in vote. Motion passes, vote unanimous.

4. TREASURER'S REPORT:

- A. Report - Budget and Operating Status as of 8/31/2020 – per submission. DFletcher commented that almost all budget categories show underbudget expenditures due to ongoing pandemic and library closing/underutilization of services. Asked MMullen to prepare a forecast of year end actual to budget for next meeting.

5. PRESIDENT'S REPORT: Kirstie Venanzi – per submission

6. DIRECTOR'S REPORT: Marilynn Mullen -per submission

7. TECHNOLOGY SPECIALIST REPORT: Marilyn Mullen - per submission

8. REPRESENTATIVES' REPORTS:

- A. Mayor's report: Matt Scott – none (MScott departed at close of closed session).
- B. School Administrator's Representative: Amy Dixon –Reported that Cranbury School will open on an all-remote basis Friday, 9/11/20 and move to a hybrid remote/in-class system on Friday, 10/16/20 provided health and safety regulations are met.

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

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- 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

- A. Recap of multiple site plans for temporary Cranbury Library including 1) trailer, 2) Cranbury Town Hall, 3) Odd Fellows Hall, 4) CHA site, and 5) parking lot area of proposed new library. Due to urgency on identifying and securing space, matter will come before the Cranbury Township Council at its regularly scheduled meeting on Monday, September 14.

11. NEW BUSINESS

- A. Audit – Anthony Barbera presented his final 2019 audit report. Major remarks included: 1) Audit found no issues and there is no need to formally test internal controls as the Library has one main revenue source, tax appropriated funds from Cranbury Township, and two major expenses, wages and book costs, so there are simple processes to test remotely from all audit materials MMullen provided to ABarbera, and 2) ABarbera was highly complimentary of MMullen’s efforts during the audit, especially on her responsiveness, timeliness and preparedness in answering all questions. Motion is made to accept the audit. Motion to accept DFletcher, Second INegin. No opposition in vote. Motion passed, vote unanimous.
- B. Staffing plans – MMullen proposed two teams, A & B, of three persons each. One of the three will be either MMullen or Jay/Tech, both working remotely, to support two Member Service Specialists. MMullen reported that all MSS were paid for actual hours worked for the last 3 pay periods during move preparation and inventory. Given the uncertainty of the library’s return to curbside and more library services, for the remainder of 2020, MMullen would like to return to paying MMS for a minimum number of hours based on the average number of hours worked in the previous 19 payperiods. All MMS are still working from home as much as possible. Motion is made to approve MMullen’s compensation plan for the next two months. Motion to approve AMento, Second DFletcher. ROLL CALL: KVenanzi, AMento, DFletcher, PThomsson, ADixon, DCarroll vote yea, INegin & FDennehy abstain, MScott absent. Vote carries with six yeas, two abstentions. Motion passes.
- C. MMullen asked ADixon for advice on what to do with outstanding Cranbury Library book loans by students on their Cranbury School library card, as well as what to do with Cranbury School materials that have been returned to the Cranbury Public Library (not the school). Among other solutions, recommend that all Cranbury School students apply for a Cranbury Public Library card immediately. ADixon to advise Cranbury School of this suggestion and seek solution to aforementioned issues.

- 10. CORRESPONDENCE** – Invitation to join the online New Jersey Library Trustee Institute training on 10/17/20. Interested parties to inform MMullen who will register them. MMullen was informed by NJ Library that CARES Act will now provide for State Library funds to cover cost of Zoom license.

- 11. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT** - MMullen announced that Owen Dennehy will celebrate 30 years of service on 9/20/20. Plans for a “ZOOM” recognition event to be made for all Cranbury Library employees and Trustees to attend. MMullen will apply for a LMx service plaque. Next discussion opened by AMento with regard to CMA (Public Relations Firm) update. Finally, Andrew Harrison, *Cranbury Press*, asked when Cranbury Library will hear from the State about the bond funding application. Reported it is expected soon and he will be informed as soon as Cranbury Library knows.

- 12. ADJOURNMENT** – At 8:17pm, motion to adjourn is made by AMento, Second DCarroll. ROLL CALL: All vote yea. Motion passes.