CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, December 10, 2020, 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: December 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 - call to order at 7:02pm

Kirstie S. Venanzi, President - present

Ira Negin – present

Andre Mento, Vice-President – present (as of 7:30pm) David Carroll - 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

3. CONSENT AGENDA:

- Action on the minutes of the 11/12/20
- Action on Bills List for month ending 11/30/2020.
 Motion to Approve Consent Agenda: DFletcher, Second: INegin All vote yea, none opposed.
 Motion carries, vote unanimous.

4. TREASURER'S REPORT:

- Report Budget and Operating Status as of 11/30/2020 per submission. DFletcher noted that the Library is much under budget in expenses this year due to COVID-related matters.
- 5. PRESIDENT'S REPORT: Kirstie Venanzi will be discussed as part of Facilities Committee report.
- 6. DIRECTOR'S REPORT: Marilynn Mullen per submission. Noted that Cranbury Library has been officially admitted to LMXAC along with Highland Park Library, which may cause a delay. The merging process will take a month or so. Once fully integrated, plan to release a detailed summary of the extensive benefits LMXAC offers our library patrons. LMXAC actually will provide some of the promotional/educational materials for distribution to the public. Mullen also noted that the pocket library has some lighting issues that she will explore for repair/upgrades with an electrician. She is also looking into outside cleaning services and rates. Finally, Mullen addressed the Cranbury School request for students to apply for public library cards on their own without parental consent. After review of library policies and ADixon's understanding of the Library policy, she agreed that Library should not permit students to apply for library cards without parental consent. ADixon will take back recommendation to Cranbury School.
- **7. TECHNOLOGIST SPECIALIST REPORT**: per submission. Noted that Jay very busy with troubleshooting Comcast/internet problems.

8. REPRESENTATIVES' REPORTS:

- Mayor's report: Matt Scott –Noted that with new year, Cranbury Township with reorganize and he
 will no longer be the Mayor. Not known as yet who will serve as next Mayor's rep. Board queried
 MScott as to waiving of permit fees for the new library construction. MScott will look into the
 matter and Mullen commented that Township has waived permit fees in the past.
- School Administrator's Representative: Amy Dixon—Reported that Cranbury School will be closed until 1/19/21 and at that time the School will revisit hybrid learning options. Also noted that she is ending her term on the Cranbury School Board 12/31/20 and it is not known at this time who will be the Cranbury School rep as of 1/1/21.

9. TRUSTEE COMMITTEE REPORTS

- Personnel: Chair—Patty Thomsson, Kirstie Venanzi, David Carroll discussion tabled for closed session.
- Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll 2021 budget process

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complete and presented to the full Board. DFletcher made a motion to approve the 2021 Budget, Seconded by INegin. All vote in favor, none opposed. Motion carries unanimously. Second presentation of 2021-23 Capital Budget. DFletcher made a motion to approve the Capital Budget, INegin seconded. All vote in favor, none opposed. Motion carries unanimously.

- Policy and Planning: Chair

 Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy Meeting to
 decide on COVID policies and procedures for temporary library spaces postponed until closer to the
 time when patrons will be permitted into the pocket library.
- Nomination and Elections: Chair—Andre Mento, Dave Fletcher—PThomsson is willing to remain as Board Secretary for 2021.
- Special Facilities Development/Task Force: Chair Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy –Discussion of financial threshold for Facilities Committee to make decisions and not require full Board approval. KVenanzi made a motion to set \$20K as a threshold below which Facilities Committee may make decisions with regard to the new library construction. Second INegin. ROLL CALL: KVenanzi, DFletcher, AMento, MScott, ADixon, INegin, DCarroll, PThomsson FDennehy all yea, none opposed. Motion carries unanimously.
- Special Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson –PR meeting needs to be called to outline plans for PR now that the new library will be built. New committee member in place of ADixon needs appointment.
- **10. OLD BUSINESS** none

11. NEW BUSINESS

- A. New Jersey Library Construction Bond Grant process The New Jersey Library Construction Bond Grant was officially announced and State Librarian issued formal letter along with guidelines for receipt and use of grant funds.
- B. Postponement of LMx annual meeting -The LMX meeting will be postponed and requires approval by the Cranbury Library Board. DFletcher made a motion to approve the postponement. INegin seconded. All vote in favor, none opposed. Motion carries unanimously.
- C. Budget 2021 including LMxAC and some costs for Odd Fellow's Hall– Covered under Finance Committee
- **12. CORRESPONDENCE** -LMxAC Director wrote a welcome letter to the Cranbury Library. Iovino Architects informed Cranbury Library of new rates and fees for resumption of Cranbury Library building project.
- 13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT none
- **14. CLOSED SESSION** At 8:18, motion to move to closed session by MScott, seconded by AMento. All vote in favor, none opposed, motion carries unanimously. At 8:43 motion to end closed session by DFletcher, seconded INegin. All vote yea, no opposition. Motion carries, vote unanimous. KVenanzi then motioned to approve Mullen to make 2021 salary changes for all her staff without Board approval as long as the overall increase is within the established and approved 2021 budget for staff compensation. Seconded by DFletcher. ROLL CALL: KVenanzi, AMento, DFletcher, MScott, ADixon, DCarroll, PThomsson yea, INegin and FDennehy abstain, none opposed. Motion carries.
- **15. ADJOURNMENT** At 8:45pm motion to adjourn by AMento, second INegin. All vote yea, no opposition. Motion passes, vote unanimous.