BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

RETREAT MEETING MINUTES

January 27, 2017 – 5:30 – 9:00 p.m. Gambino Room, Cranbury Public Library 23 North Main Street, Cranbury, NJ

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 5:30 p.m.

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director on January 19, 2017 to as follows: 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 - excused
David Fletcher, Secretary/Treasurer
Dan Mulligan, Trustee - absent
Laurel Quinn, Trustee - excused
Robin Black, Trustee
Ira Nagin, Trustee
Lorraine Sedor, Trustee
Nancy Whitcraft, Trustee
Michele Gittings, Alternate Trustee - excused

Also Present:

Marilynn Mullen, Director of Cranbury Public Library Michael Ferrante, Cranbury Library Foundation Wendy Borg, Secretary

3. WELCOME – Kirstie Venanzi

4. REVIEW of 2016 Operational Goals and set 2017 Goals – Marilynn Mullen

Marilynn took suggestions for edits to Operational Goals for 2017.

Discussion on the tax equalization and it's implications on the library's appropriation from the township funds. All agreed it is difficult to maintain payroll of staff and hours operation of the library when the tax equalization causes fluctuations in funding. Mr. Ferrante suggested that the board communicate with the township about this issue when the new library opens.

5. REVIEW of 2016 Board Goals and Board Goals for 2017 - Kirstie Venanzi

Board Goals were slightly revised. See attached.

Discussion on reinstitution of the Friends; any effects of the new federal administration; the articulation of the vision of the new library within the community; suggestions for more interaction and support of staff.

6. STRATEGIC PLANS REVIEW - Kirstie Venanzi

Edited. See attached.

Further changes needed to mission statement and Strategic Priorities by sub-committees.

7. 1st Quarter PR and March 31 reception – Michael Ferrante

- o Maker's Day March 25
- o Bike-a-thon in Heritage Park
- Reception for new 2016 residents of Cranbury to promote library
 Friday, March 31 at the library; organized by Nancy and Robin

8. Foundation 2017 Goals and PR

- o \$430,000 raised in 2016
- Site plan approved
- o \$235,000 left to raise in 2017
- Goals contact 200 households that haven't been contacted;
 100 new donors; additional monies from 76 current donors;
 bring small donors up to \$1,000
- Several Foundation members charged with \$40,000 fundraising goal, others have \$22,000 goal.
- o Named the "Champion" phase
- Within the margin of error of cost of project
- Going out to bid in February; receive bid back in March; open in public meeting; 60 days to accept the bid

9. Discussion and retreat summary – Kirstie Venanzi

10. ADJOURNMENT AT 8:23 p.m.

Motion: Robin 2nd: Kirstie
All were in favor. Motion carried.

All reports and correspondence referred to in these minutes are attached to the original minutes filed in the office of the Director.

Respectfully submitted,

Wendy W. Borg