

# **CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES**

## **MEETING MINUTES**

**Thursday, February 11, 2021, 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 16, 2020 notice for this meeting was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Cranbury Public Library.

### **2. INTRODUCTION OF BOARD OF TRUSTEES – call to order at 7:02pm**

Kirstie Venanzi - present	Ira Negin – present
Andre Mento – present	David Carroll - present
Patty Thomsson – present	Fred Dennehy - present
Dave Fletcher - present	
Mike Ferrante, Mayor – present	
Susan Genco, Chief School Administrator- present	
Also to be present:	
Marilynn Mullen, Director – present	
Donna Latham, CMA – present	
Roland Pinto, CMA - present	

### **3. CONSENT AGENDA:**

- Action on the minutes of the 01/14/2021
- Action on Bills List for month ending 01/31/2021.

Motion to Approve Consent Agenda: MFerrante, Second INegin. All vote yea, no opposition. Motion passes, vote unanimous.

### **4. TREASURER’S REPORT:**

- Report - Budget and Operating Status as of 01/31/2021 – per submission. DFletcher noted there is a deficit in revenues versus expenses for January due to the Township holding back a portion of the quarterly funding at this time.

**5. PRESIDENT’S REPORT: Kirstie Venanzi** – as submitted. KVenanzi noted the new makeup of the Board committees and asked all Committee Chairs to step up and proactively pursue their work this year without reminder from her. DCarroll will head the PR committee and DFletcher will be a member. MMullen is added to Finance, PR and Facilities committees given her needed input, however non-voting.

**6. DIRECTOR’S REPORT: Marilynn Mullen** – per submission. MMullen updated the Board on the construction bid timeline, elaborated on the NJLA/Cares Act offerings including “Brainfuse”, and that LMxAC will go live 4/23.

**7. TECHNOLOGIST SPECIALIST REPORT:** per submission

### **8. REPRESENTATIVES’ REPORTS**

- Mayor’s report: MFerrante –Noted that there are 2200 registered people for the E-newsletter up from 500 before the pandemic. The 2021 budget and property taxes will be flat to 2020. He will emphasize the lake dredging and new library and its construction in his 2/22 Township Meeting presentation.
- School Administrator’s Representative: SGenco –Reported that Cranbury School is offering some safe intramural sports programs and a virtual spring musical will be held. There are also more online clubs so that students remain connected to school. She noted that AMento, as a town citizen, joined the Cranbury School “PR” committee.

### **9. TRUSTEE COMMITTEE REPORTS**

- Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll – PThomsson presented a revised “Cranbury Public Library Compensation Philosophy Statement” for our Library Director position. Motion to approve: MFerrante, Second INegin, All vote yea, no opposition. Motion passes, vote

## CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES

### MEETING MINUTES

unanimous. MMullen noted that hourly wage adjustments for two employees below the 2021 \$11 NJ minimum were made retroactive to 1/1/21

- Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll, Marilynn Mullen – none.
  - Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy - none
  - Nomination and Elections: Chair– Andre Mento, Dave Fletcher – none.
  - Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, Fred Dennehy, Marilynn Mullen – none.
  - Special Public Relations Committee: Chair – David Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilynn Mullen –KVenanzi thanked Andre Mento for chairing the committee and welcomed Dave Carroll as the new chair. The CPL Foundation will manage the ground-breaking event and publicity (all tbd).
- 10. OLD BUSINESS** –MMullen reported NJ Bond grant process in full swing and document signatures obtained as required . KVenanzi will be “second eyes” on all grant processing steps and Facilities Committee will also be asked to step up in the review process. Insurance requirements for project will be sent to DMarabello for her review and confirmation.
- 11. NEW BUSINESS** – MMullen presented a document verifying that the new Cranbury Library will be stand-alone, not a shared-space per requirement for the grant. KVenanzi introduced **Resolution 2021-3** to approve the firm of Wilentz, Goldman & Spitzer for legal services in 2021. Motion to approve: DFletcher, Second MFerrante. All vote yea, no opposition. Motion passes, vote unanimous. KVenanzi proposed a virtual retreat for 2021 in a more informal coffee hour with date to be determined. A major focus would be policy and planning for the (current) library reopening.
- 12. CORRESPONDENCE** -MMullen noted no actual written correspondence however donations to the CPL Foundation continue to be made.
- 13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT** - DLatham of CMA introduced the Board to Roland Pinto, who will join the team servicing CPL. She noted that the CPL website needs refreshing and that a PR program begins here alongside social media. INegin asking if pandemic will impact construction timeline and costs, MMullen noted that the permits issued allow for extension “until COVID ends”. DCarroll proposes “roving reporters” and “grade ambassadors” in Cranbury School to promote the new library and MMullen asks SGenco for permission to send an invitation to “Read Across America” program as well as the “Brainfuse” tutoring program. SGenco open to all proposals. MMullen and KVenanzi note that auditor, **Anthony Barbera** will be notified of his retention for 2021. Finally MFerrante introduces notion of a new library logo in connection with new building and the overall consensus was yes and will be part of the CMA work.
- 14. ADJOURNMENT** – At 8:30pm motion to adjourn by DFletcher, Second DCarroll. All vote yea, no opposition. Motion passes, vote unanimous.