

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Thursday, March 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

Dominique Jones, Representative for Chief School Administrator- present

Also to be present:

Marilynn Mullen, Director – present

3. CONSENT AGENDA:

- Action on the minutes of the 02/11/2021
- Action on Bills List for month ending 02/28/2021.

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

4. TREASURER’S REPORT: Report - Budget and Operating Status as of 02/28/2021 – per submission.

5. PRESIDENT’S REPORT: Kirstie Venanzi – none. KVenanzi noted that the bid opening process with 22 bids on Thursday, March 4 was a very positive experience for all who attended.

6. DIRECTOR’S REPORT: Marilynn Mullen – per submission. MMullen noted that all the construction bids are within our expected range of costs and that the four lowest bidders are listed on the library website. The LMxAC migration and staff training are underway and the system will be live on April 22. She will inform the public via her “Director’s Letter”, the Cronicle, and tutorials on the library website. DCarroll recommended that we research best practices for obtaining personal information, including email and phone, in order to make our library patron database the most complete and efficient for patron communication and patron use of library services. Finally, during National Library Week (April4-10) the library will offer outdoor browsing of materials in front of the pocket library site, most likely to be arrayed by genre. A schedule will be published in advance and depending on the success of this community offering, will be continued on Fridays into the spring/summer.

7. TECHNOLOGIST SPECIALIST REPORT: per submission

8. REPRESENTATIVES’ REPORTS

- Mayor’s report: MFerrante –Noted that all is going according to plan with the Township’s goals and that in his upcoming article in the Cronicle he will tell the story of the “journey of the Cranbury Library”.
- School Administrator’s Representative: DJones - Noted that the library construction bidder, JWilliams, is known to the Cranbury School and has a good reputation. The School continues to prepare for the fulltime return of the students into school premises. Finally, there are no data yet to share from the Cranbury School community engagement survey issued last month.

9. TRUSTEE COMMITTEE REPORTS

- Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll –none.
- 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.

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- Special Facilities Development/Task Force: Chair- Kirstie Venanzi, Andre Mento, Fred Dennehy, Marilyn Mullen – Committee will meet very soon after all certifications are confirmed to discuss the lowest construction bidder. A special board meeting will be called to pass a resolution to select a final bidder. Township insurance proof still needs to be obtained.
 - Special Public Relations Committee: Chair – David Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilyn Mullen – To begin, DCarroll proposed a renaming of the committee to “Community Engagement” and then presented a two-year plan of strategy and tactics for publicity regarding the existing library activities, new library building construction, and new programming etc. He proposed that the CMA contract not be renewed and that Renaissance Technologies be considered for our website overhaul. A final decision on Renaissance would be decided once pricing is reviewed. Motion to approve new committee name MFerrante, second DFletcher. All vote yea, no opposition. Motion passes, vote unanimous. Motion to *not* renew CMA contract MFerrante, second DFletcher. All vote yea, no opposition. Motion passes, vote unanimous.
 - Foundation update – PThomsson reported on Foundation meeting of March 8 at which time EEl-Badwi and JDiamond presented a detailed event plan for the groundbreaking ceremony, tentatively scheduled for Wed, 4/28 11am.
- 10. OLD BUSINESS** – The construction bond process is ongoing.
- 11. NEW BUSINESS** – See above facilities report on bid process. KVenanzi proposed an abbreviated retreat as by-laws require a meeting of the trustees to set annual goals. Tentative date Saturday, March 27th, 8:30am. KVenanzi will circulate an agenda shortly.
- 12. CORRESPONDENCE** -The original lowest bidder for the library project, Daskal LLC, withdrew via formal letter. PThomsson reported an in-person conversation with a resident who exclaimed his and his family’s satisfaction with all of the library’s digital services during this past COVID year.
- 13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT** - none.
- 14. ADJOURNMENT** – At 8:21 pm motion to adjourn by AMento, second DFletcher. All vote yea, no opposition. Motion passes, vote unanimous.