

# **CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**Thursday, January 14, 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 Public Library. KVenanzi then reported that she took her oath of office as President of the Cranbury Library Board of Trustees with the Cranbury Township Clerk on January, 14, 2021

**2. INTRODUCTION OF BOARD OF TRUSTEES – call to order at 7:04pm**

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 Susan Genco, Chief School Administrator- present	
Also to be present:	
Marilynn Mullen, Director – present	
Donna Latham, CMA - present	

**3. SLATE OF OFFICERS:** as presented by AMento

Proposed: President KVenanzi, Vice President AMento, Secretary PThomsson, Treasurer DFletcher

Motion to approve the 2021 slate MFerrante, Second DJones, ROLL CALL: KV, AM, DF, PT, MF, DJ, IN, DC, FD – all yea, motion carries unanimously

**4. CONSENT AGENDA:**

- Action on the minutes of the 12/10/2020
- Action on Bills List for month ending 12/31/2020.  
Motion to Approve Consent Agenda: KVenanzi, Second AMento ROLL CALL: KV, DF, AM, IN, PT, DC, DF vote yea, MF and DJ abstain, none opposed. Motion carries with seven yeas, two abstentions.

**5. TREASURER’S REPORT:**

- Report - Budget and Operating Status as of 12/31/2020 – per submission. DFletcher noted that all of the 2020 Township appropriation had been received. MMullen next requested to read and vote on Resolution 2021-1, Reserving Funds. The reserved funds will be added to the Library’s separate capital reserved fund for the use in planning and construction of the new library building. Motion to approve: DFletcher, Second INegin, ROLL CALL: KV, AM, DF, DC, DJ, DF, IN, PT, MF all vote yea. Motion carries with all yeas.

**6. PRESIDENT’S REPORT: Kirstie Venanzi – none.**

**7. DIRECTOR’S REPORT: Marilynn Mullen – per submission.** MMullen then outlined all the paperwork she is completing, in particular forms due January 21<sup>st</sup>, for the NJ Construction Bond Act grant which Cranbury Public Library has been awarded. She also reported that the Cranbury Public Library Foundation held its annual meeting on January 11, 2021 and at that meeting resolved to transfer its funds in CDs and checking (total \$1,855,870) to the Cranbury Public Library to be part of the matching funds for the NJ Library Construction Bond Fund grant of \$2,329,500

**8. TECHNOLOGIST SPECIALIST REPORT:** per submission. DCarroll asked about the Library’s website and how it compares to website of neighboring towns. Suggestion made that Jay have as one of his 2021 goals to examine and update the website. MMullen noted that she has asked Jay to extract social media data from his summary reports going forward.

**9. REPRESENTATIVES’ REPORTS:**

## **CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES**

### **MEETING MINUTES**

- Mayor's report: MFerrante –Noted that he included his letter as the new Mayor in the recent edition of "E-NEWS available to all of Cranbury. He hopes that we are subscribers and that he expects to include regular updates on the new library in his contributions to it.
- School Administrator's Representative: DJones –Reported that Cranbury School will reopen on a hybrid learning basis 1/19/21. She noted that Gov. Murphy has included teachers in the 1B covid vaccination phase. Finally, she described a new Cranbury School Board Committee that will focus on community engagement and outreach.

#### **10. TRUSTEE COMMITTEE REPORTS**

- Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll – KVenanzi presented a proposed "Cranbury Public Library Compensation Philosophy Statement" for our Library Director position. After some discussion and disagreement with some of the policy language related to the 50<sup>th</sup> percentile target, the discussion was tabled. Personnel Committee will revisit and present again next month.
- Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll – none.
- Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy - Will plan to meet soon to decide on COVID policies and procedures for temporary library.
- Nomination and Elections: Chair– Andre Mento, Dave Fletcher – see above slate and approval.
- Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy – none.
- Special Public Relations Committee: Chair –Andre Mento, David Carroll, Patty Thomsson – AMento reported on meeting held with CMA on Jan 12<sup>th</sup>. Attendees included PR committee and Christian Amato and Donna Latham of CMA. CMA was notified of our satisfaction and dissatisfaction of 2020 services and asked to return with a robust, comprehensive PR plan for existing library activities/PR needs and a separate plan for the new library building. DLatham will attend Cranbury Library Board meetings on a regular basis.

**11. OLD BUSINESS** –MMullen reported that all the components of the construction bid process are being pulled together so that a late March/early April bid process may occur.

**12. NEW BUSINESS** – MMullen presented a second resolution, Resolution 2021-2, Approval of Construction Project, for the Board to read and vote to approve. Motion to approve FDennehy, Second INegin, ROLL CALL: KV DF, AM, IN, FD, PT, DC, MJ, DJ. All vote yea, motion carries unanimously.

**13. CORRESPONDENCE** -The Library received holiday cards from our attorney, LMXAC, and Kerzner Associates.

**14. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT** - none

**15. ADJOURNMENT** – At 8:13pm motion to adjourn by AMento, second INegin. All vote yea, no opposition. Motion passes, vote unanimous.