

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

**Thursday, May 14, 2020 at 7:02 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: On May 11, 2020 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES –

Kirstie S. Venanzi, President - present	Ira Negin - present
Andre Mento, Vice-President - present	David Carroll - present
Dave Fletcher, Treasurer - present	Fred Dennehy – present
Patty Thomsson, Secretary - present	
Matt Scott, Mayor - absent	
Amy Dixon, Chief School Administrator's Representative - absent	
Also to be present:	
Marilynn Mullen, Director - present	

3. CONSENT AGENDA:

- A. Action on the minutes of the April 9 meeting
- B. Action on Bills List for month ending 4/30/2020
 - Motion to Approve: DFletcher Second: AMento No discussion
 - ROLL CALL: Venanzi, Mento, Thomsson, Fletcher, Negin, Dennehy, – all yea
 - Scott and Dixon absent, as well as DCarroll (who arrived just after the vote)
 - Motion passed with six yea votes and two abstentions.

4. TREASURER'S REPORT:

- A. Report - Budget and Operating Status as of 4/30/2020

5. PRESIDENT'S REPORT: Kirstie Venanzi

KVenanzi reported on communications she had via email with KCallahan regarding school/library COVID-19 reopening plans. Cranbury School will remain closed for the rest of the school year, however MMullen requires access to her office. Plans to be worked out.

6. DIRECTOR'S REPORT: Marilynn Mullen

See attached. MMullen reported that the auditor had been sent all the required files to commence the audit. MMullen talked about the webinar on library employment law and will resend link to Board so they can view it. MMullen reported she is overbudget for OVERDRIVE ADVANTAGE product, however reduced expenditure on print books will offset OA costs.

7. TECHNOLOGY SPECIALIST REPORT: Marilynn Mullen

See attached report

8. REPRESENTATIVES' REPORTS:

- A. Mayor's report: Matt Scott - none
- B. Chief School Administrator's Representative: Amy Dixon – none, however KVenanzi reported on communications she had via email with ADixon. Amy was wondering how library reopening plans would work with our library being in the school building.

9. TRUSTEE COMMITTEE REPORTS

- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll held a conference call and established guidelines for School/Library communications going forward, which were shared with MMullen.
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy – Discussion of proposed library reopening plans/guidelines and which ones will be adapted for unique Cranbury Library building situation. Guidelines published by "LibraryLinkNJ (LLNJ)" convened the Taskforce On Post COVID-19 Alignment, Trends and Strategies (TOPCATS)".
- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher
- E. Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David

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Fletcher, Fred Dennehy -

Comments that June 5th date for close of bond applications remains in force, only 15 applications had been received thus far, and September release date of funds remains.

F. Special Public Relations Committee: Chair –Andre Mento, Amy Dixon, David Carroll, Patty Thomsson -

CMA project underway but appears to be consuming more of MMullen and staff time than expected. Recommend some new/additional metrics under extraordinary pandemic circumstances. KVenanzi will contact CMA and request report/data for June Board meeting.

10. OLD BUSINESS - none

11. NEW BUSINESS

A. MMullen provided an update on the NJ Library Construction Bond Act (See Special Facilities Development)

B. Discussion of policies and procedures for library reopening to be reviewed by Policy & Planning Committee with understanding that all “a work in progress”.

C. Discussion of continuance of staff compensation plan for month of May until next June Board meeting. MMullen confirmed that her proposed plan is in line with other state/town libraries and not an outlier. Motion to approve: DFletcher, Second FDennehy
ROLL CALL: Venanzi, Mento, Thomsson, Fletcher, Carroll - all yea. Dennehy and Negin abstained. Motion passed with five yea votes.

D. An amended motion regarding the compensation plan to be extended through the end of June was made. Motion to approve: DFletcher, Second: AMento
ROLL CALL: Venanzi, Fletcher, Carroll, Mento, Thomsson – all yea. Dennehy and Negin abstained. Dixon and Scott absent. Motion passed with five yea votes.

12. CORRESPONDENCE – KVenanzi reported that she had read earlier in the meeting (at time of School report) an email from ADixon, to Kvenanzi and MMullen regarding plans for library opening within school site and how to work in coordination with Cranbury School.

13. OPEN DISCUSSION PERIOD and/or PUBLIC COMMENT - none

14. ADJOURNMENT 8:08 p.m.

Motion: AMento Second: INegin

Vote: Seven yeas