BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES
April 14, 2011 – 7:30 pm
Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:30pm

Pursuant to Section 5 of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: December 1, 2010, a notice for all scheduled 2011 meetings was sent to the Cranbury Press, Home News Tribune, and Township Clerk and posted in the Public Library.

2. INTRODUCTION OF BOARD OF TRUSTEES

Kirstie Venanzi, President
Hal Rourke, Vice-President
Patricia Thomsson, Treasurer
Charlene Vivian-Granville, Secretary
Kim Borden, Trustee
David Fletcher, Trustee
Andre Mento, Trustee
Michael Ferrante, Chief School Administrator's Representative
Dave Mauger, Mayor's Representative

Also present:
Marilynn Mullen, Director

Douglas Baldwin, Systems Administrator

3. APPROVAL OF MINUTES

March 10, 2011 Regular Meeting

4. TREASURER'S REPORT FOR MARCH 31, 2011: Patty Thomsson

- A. Action on Bills List Approved
- B. Budget and Operating Status as of 3/31/11
 - 1. On track with revenue and expenses.
- 5. **DIRECTOR'S REPORT:** Marilynn Mullen
- 6. YOUTH AND OUTREACH SERVICES REPORT: Jan Nash Murphy via Marilynn Mullen
- 7. SYSTEMS ADMINISTRATOR'S REPORT: Doug Baldwin
- **8. PRESIDENT'S REPORT:** Kirstie Venanzi
 - A. A big note of thanks to Patty Thommson for hosting our Staff Appreciation Gathering last Friday.
 - B. Review of "Annual Calendar of Events" for April and May On-track

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Dave Mauger
 - 1. Dave Mauger thinks the Township Committee members may be interested in what it would look like if the Cranbury Public Library took over the maintenance and development of the Township website. Dave Mauger will gather more information about how many hours, cost, and the software running it to bring back to the Board.

Approved

- B. Chief School Administrator: Michael Ferrante
 - 1. School Board election is April 27th.
 - 2. CSA Search is continuing and wrapping up soon.
 - 3. 1.9% increase for next year's budget; class size small; restoring many of last year's cuts.
 - 4. Moving ahead with HVAC project.
 - 5. Teacher Contract negotiations underway.
 - 6. School Library Media Center standards were given to the Board of Ed Curriculum Committee and are being reviewed.

- C. Friends of the Cranbury Public Library Representative: Marilynn Mullen
 - 1. Annual Meeting was very successful. There were 41 attendees to Time Line New Jersey.
 - 2. They are supporting many of CPL programs and renewing 3 of the Museum Passes.
 - 3. They have some programs already planned for the Fall.
- D. Cranbury Public Library Foundation: Patricia Thomsson
 - 1. The Foundation Board met earlier this evening.

 - The top four "tag line" possibilities will be sent to the Board of Trustees for input.
 Letters will be drafted to send out to the Feasibility participants.
 A Timeline through the end of 2012 has been devised with Mel Lehr as the Project Manager.
 - 5. Key prospects will be identified with a donor cultivation event possibly in July.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Kim Borden No report B. Finance Committee: Patty Thomsson No report
- C. Policy and Planning Committee: Kim Borden
 - 1. Met to review Bylaws which are up-to-date and on track.
 - 2. The Strategic Plan is being reformatted.
 - 3. The emergency and evacuation procedures are being worked on.
- D. Nomination and Election Committee: Hal Rourke
 - 1. Looking for two people for the end of 2011. Kim Borden suggested we prescreen and look for two people for the two spots.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Meeting soon with the Architects to discuss the costs for building a new building.
 - 2. The breakdown of the cost is expected any time now.
- F. Public Relations Committee: Andre Mento No report
 - 1. Marilynn is sending an article to the Cranbury Press about Owen Dennehy's 20 years of service.

11. OLD BUSINESS - None

12. NEW BUSINESS

- A. Municipal Library Tax Levy Law Signed
 - 1. Library appropriation is going to be a separate line item on the tax bill. It is our job to educate the public that this is not a new tax. We should include wording in the tax bill (which is sent out in June), as well as on the CPL website, how the library appropriation is determined and who pays is (households and warehouses).
- B. April 25 Township Committee Meeting
 - 1. Kirstie is encouraging all Board members to attend.
 - 2. Township Committee wants to hear a breakdown of costs of a new library.
 - 3. The Case for Support Statement will be presented.
- B. Frequently Asked Questions about the proposed Public Library is a document to be used for each Board of Trustee member to have succinct wording about the proposed new library.
- C. Board Members are asked to please fill out Financial Disclosure Statement and return to Marilynn or to the State by the end of April.

13. CORRESPONDENCE

- A. Jan Murphy received a thank you note from a West Windsor resident who needed a book, but could not check it out since she is not a CPL resident. Jan Murphy checked it out under her card for the West Windsor resident.
- B. We received a Thank you from the Cranbury School about participating in Read Across America.
- C. We received a Thank you from Beth Anne Kafasis for the Staff Appreciation Gathering.

14. OPEN DISCUSSION PERIOD

15. ADJOURNMENT AT 9:04 pm

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

Respectfully submitted,

Charlene Vivian-Granville