BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

January 9, 2014 – 7:30pm Tom Gambino Room, Cranbury Public Library

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 7:37pm

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 4, 2013, a notice for all scheduled 2014 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 David Fletcher, Treasurer

Richard Burke, Trustee

Ashish Awasthi, Trustee - excused

Andre Mento, Trustee

Kevin Fox, Chief School Administrator's Representative - excused

Jane Holland - excused

Mayor Susan Goetz – not present

Also Present:

Marilynn Mullen, Director

Wendy Borg

3. **APPROVAL OF MINUTES**

December 5, 2013 Regular Meeting Approved as is:

motion: Dave 2nd: Hal

December 19, 2013 Special Meeting Approved as is:

motion: Andre 2nd: Hal

4. TREASURER'S REPORT FOR DECEMBER 2013:

A. Budget and Operating Status as of December 31, 2013

1. Balance sheet is strong and shows no significant changes. Income is \$5,221 under what was budgeted, which is a function of fines and fees and Friends gifts. Dave recommends that bills be paid.

Motion: Hal 2nd: Andre

2. Dave introduced a budget for 2014. Township appropriation increased. Line301 increased for secretarial expenses.

Net operating income is \$6,648.

Motion: Andre 2nd: Hal

5. **DIRECTOR'S REPORT: Marilynn Mullen**

- A. Marilynn reported that the school is now open on Martin Luther King Day on January 20th due to an earlier snow closing. The library is scheduled to be closed on this national holiday. Marilynn suggested the library stay open, and Good Friday be a paid holiday instead. Approved:
 - Motion: Dave 2nd: Hal
- B. Marilynn requested any changes to the Trustee list be emailed to her.
- C. McCaffrey's receipt program New staff will keep track as long as it doesn't become a burdensome task.
- D. Staff evaluations completed.
- E. Book Sale at the Grounds for Sculpture on Jan. 25 at 11:30 a.m.
- F. Commendation from a patron that she can find books at CPL that she can't find elsewhere.
- G. Issued 146 new library cards in 2013. 26 more adult programs were held in 2013.
- H. Copies totaled over 28,000 in 2013 by one person. Highest day topped 300 copies. Andre concerned with wear and tear on printer. Rick suggested printer downtime. Marilyn suggested in the future perhaps a print copy limit. If staff becomes concerned with the behavior of this patron, the Board will address this further.

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Murphy

- A. Jan would like to visit other schools.
- B. Robotics program almost full.
- C. Jan has started organizing the summer program.
- D. Coding programs were successful and well received.

7. SYSTEMS ADMINISTRATOR'S REPORT

Channel 3 is now listing CPL information.

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. Review of "Annual Calendar of Events" for January and February.
- B. February Annual Retreat to set goals for year.

9. **REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: No report.
- B. Chief School Administrator Representative: Kevin Fox excused
- C. Friends of the Cranbury Public Library: Marilynn Mullen See director's report.
- D. Foundation: Kirstie No report.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Hal Rourke No report.
- B. Finance Committee: David Fletcher No report.
- C. Policy and Planning Committee: Jane Holland No report.
 - Kirstie will touch base with Jane on the retreat.
- D. Nomination and Election Committee: Hal Rourke Seeking new members for the Board.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
 - 1. Board awarded contract for architectural design to Arcari Iovino. KSS will continue to work with the Board on a professional basis. Mark Berkowsky working on the contract. Hal suggested Rick be involved in this going forward.
 - 2. Marilynn notified the other firms who were not awarded.
 - 3. Next step is meeting with Principal Anthony Iovino to create the drawings.
- F. Public Relations Committee: Andre Mento No report.

11. OLD BUSINESS

A. PTO (Personal Time Off) Policy discussion tabled until next month.

12. **NEW BUSINESS**

- A. Richard Burke was sworn in as Trustee.
- B. Election of secretary is tabled until February
- C. Selection of committees tabled.

13. **CORRESPONDENCE**

- A. See Director's Report.
- B. Letter from Jan thanking for the Christmas dinner and continued support.

14. **OPEN DISCUSSION PERIOD**

- A. Marilynn suggested team-building activities at the annual Staff Appreciation dinner, such as a sport or charades.
- B. Foundation reported another \$1000 pledge to the capital campaign.
- C. Meeting upcoming with Dr. Susan Genco concerning new librarylocation.
- D. Teddy's offering 20% donation for dinner patrons who mention "Bites for Books" between 4:00 and 7:00 p.m. on Monday, January 13, 2014.

15. **CLOSED SESSION** – None

16. ADJOURNMENT AT 8:41 pm

Richard Burke left meeting at 8:20 and there was no longer a quorum. Work session followed.

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

Respectfully submitted,

Wendy W. Borg