

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

**REGULAR MEETING MINUTES  
February 9, 2012 – 7:30 pm  
Tom Gambino Room, Cranbury Public Library**

-All present except Hal Rourke, Charlene Vivian-Granville and Jan Murphy.

**Treasurer's Report**

- Marilyn sent email showing new budget breakdown.
- In past, budget was shown for the whole year. Now, the budget is broken down month by month to give a clearer view of revenues and expenses.
- Motion to pay bills: Jane Holland, Second: MariCris McDowell

**Director's Report**

- Bond has been cancelled for Patty Thomsson and switched to Dave Fletcher
- Met with Dr. Genco re: age appropriate books for students. A young student checked out a book on vampires. The school librarian was unsure how to handle that situation. It was decided that the school librarian should approach library staff if this type of situation occurs again. If a parent has an issue, parent must handle it with the library staff. Meeting was non-confrontational. Dr. Genco also spoke with Jan re: summer reading program.
- Library Discards: Friends will no longer accept book donations due to lack of space. The library is working with Better World Books. BWB will accept discards and 15% of sales will go to library and 5% will go to non-profit literacy group Room to Read.
- Marilyn read Beth Anne's Report:
  - total circulation down, patron numbers up
- New hire, Heidi, is gung ho and has lots of energy.

**Youth Services Librarian's Report**

- Organizing programming, looking three months ahead.
- Cranbury Jazz: Organized pre-program dining deals with Molto Bene and Bagel Barn
- Frank Marlowe to present his program on Malcolm X
- Blind Date with a Book (Valentine's Day tie in)
- Stay & Play: Finger plays, stories. Starting to take off. Hoping it may be the room.
- Two author programs: Kevin Fox and Betsey Norland
- Working with Ken Soufl re: a program for teens about "How to Study" and "How to Get Organized".

**System's Administrator's Report**

- Received kind donation of DVR lockbox to secure e-readers and tablets. Located below circulation desk computer. Also donated power strip to charge all devices.
- One of Doug's goals for the year is to work on a social media policy. He hopes to submit draft soon. It would include protocol for how staff posts to social media and how staff portrays the library as well as what patrons can post.

**President's Report**

- Library is looking very festive. Marilyn said Jan is responsible for decorations and that they have been getting compliments. Kirstie mentioned how displays tie into PR.

- Kirstie thanked everyone for attending the retreat. Charlene did a wonderful job coordinating lunch. Morning was productive. Afternoon was productive but wasn't tied up. Mentioned to Andre that PR Committee should meet to work on PR ideas.
- Discussed Staff Recognition Event. Patty Thomsson has offered her home for the occasion. First two weeks of April work for Patty. Marilyn to check with staff.
- Reviewed March calendar on BOT Manual.

### **Mayor's Representative Report**

- Left messages for Dave re: use of bulletin board in front of town hall and the A-frame sign that are on Main Street but right now Mayor is preoccupied with the budget.

### **CSA's Representative Report**

- Mike said state legislature has passed a resolution that school boards can move elections from April to November. Cranbury BOE's fiscal year starts in July and that's why they vote on budget in April. BOE voted down motion to move election b/c they want to set the budget before the school year and don't want to politicize the budget by voting in November. School/special election costs \$8,000 which the school pays for. BOE would also have to commit to having the vote for in November for 4 yrs. BOE feels that by having budget vote in April, citizens are vested in process and the focus is solely on budget which is fiscally prudent.
- BOE is crafting the budget right now for public meeting in February or March.
- Kirstie suggested speaking with Dr. Genco after budget vote to see how she envisions the school library.

### **Friends Report**

- 1<sup>st</sup> mailing to go out end of March/beginning of April.
- Friends letter to go out beginning of March.
- Mailing for library to go out end of March with events for April, May and June listed as well as kick-off to summer reading program.
- Friends will sponsor the following CPL programs: Duct Tape, refreshments and Cranbury Jazz.

### **CPL Foundation Report**

- Kirstie: no report

### **Trustee Committee Reports**

- Personnel: no report
  - Finance: no report
  - Policy & Planning / Kirstie: Will have meeting. Will discuss Section 4/Strategic Planning. Will schedule open forum for BOT and community to get feedback.
  - Nominations/Elections: no report
  - Facilities: Met on 1/17. Lot of info re: new building, adoption of vision statement. Allan and committee will meet to plan a meeting with Foundation.
  - Motion to adopt: dave, 2<sup>nd</sup>: Ashish
  - PR Committee: No report. James Fahey and Andre to set up meeting. Committee will also get together
- Marilyn took BOT through Manual to point out highlights

### **Correspondence**

- Kathy Cunningham, re: Lt. Governor & campaign payment

## **Open Discussion Period**

-James Fahey spoke about market assessment and recommended to books: "The Non-Profit Board" and "How to Be a Friend". Also, "The Economist: The Director's Fact Book A to Z". He also spoke about the difference between non-profit and for profit organizations and that is stakeholders. For profit: 70% of your concern is shareholders. For non-profit: stakeholders are your community, contributors, those who need your services. It's more ambiguous. Legal liabilities are very similar.

-Ashish: Asked Marilyn if Jan. 2012 numbers are up vs. Jan. 2011 due to lack of snow. Marilyn said she could check her statistics.

-Jan out for knee surgery in 2010 so fewer programs in beginning of 2011; Jan's program numbers have gone up continuously until last year. Doug was on family leave in 2011 so tech programming down in 2011.

-Marilyn said we might have reached a plateau re: numbers.

-Kirstie said computer usage numbers up. Doug thinks numbers are higher for how long computers are being used. Some patrons do a "quick hit" and others camp out for at least 30 min. He will look more closely at the statistics.

-Ashish: Perhaps with tighter economy, more people are coming in to use technology.

-Doug: Anecdotally he agrees with that. Haven't kept track of scanner use. Ebook usage will continue to rise. We have raw data for time spent on the computer; we have the data to graph time and number of people. We first had access to this type of data in August of 2011.

## **Adjournment**

Submitted by MariCris McDowell