BOARD OF TRUSTEES CRANBURY PUBLIC LIBRARY

REGULAR MEETING MINUTES

March 8, 2012 – 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: November 29, 2011, a notice for all scheduled 2012 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
Charlene Vivian-Granville, Secretary
Ashish Awasthi, Trustee (absent)
MariCris McDowell, Trustee
Andre Mento, Trustee

Michael Ferrante, Chief School Administrator's Representative

Jane Holland, Mayor's Representative (excused)

Also present:

Marilynn Mullen, Director Douglas Baldwin, Systems Administrator Jan Nash Murphy, Youth and Outreach Services Librarian

3. APPROVAL OF MINUTES

February 9, 2012 Regular Meeting Approved

4. TREASURER'S REPORT FOR FEBRUARY 29, 2012: David Fletcher

A. Action on Bills List for February 2012

- Approved
- B. Budget and Operating Status as of 2/29/12
 - 1. Group Insurance is over budget, and probably will be all year, as the bills are coming in higher.
 - a. Money will be coming back due to employee contributions.

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

- A. The NEW Journal, mentioned in Marilynn's report will be mailed to each member of the communities served, East and West Windsor, as well as Cranbury. It is very article driven, with human interest stories.
- B. Jan and Marilynn also participated in <u>Read Across America</u> by reading to a Cranbury School class.

6. YOUTH AND OUTREACH SERVICES REPORT: Jan Nash Murphy

- A. On the day of the craft show, kids can come in and get a craft.
- B. Jan has secured SLiC leaders for next year. There will be a tutoring program run by them, including computer tutoring (i.e. learning how to program for gaming).

7. SYSTEMS ADMINISTRATOR'S REPORT: Doug Baldwin

8. PRESIDENT'S REPORT: Kirstie Venanzi

- A. NJLTA Legislative Updates: Clarification A3971: Donations to a library cannot go back to a township as an overage.
- B. The Governor's Budget for the State Library is flat.
- C. Review of "Annual Calendar of Events" for March and April
- 1. Marilynn will find out when the Township will be sending out the annual financial statements to be done by
 - 2. The Township Committee will be presenting the Township's Budget on Monday, March 26th at 7:00 p.m. Kirstie is encouraging as many Library Board of Trustees to attend as possible.
 - 2. Talking points to the public: Our budget is down 3%, we kept our personnel costs flat, we had to cut programming.

9. REPRESENTATIVE'S REPORTS

- A. Mayor's Representative: Jane Holland through Charlene Vivian-Granville
 - 1. Jane spoke with Mayor Cook. He will look into her report that Township staff says bulletin board is damaged and "unsafe." He sees no reason why it cannot be repaired and used by the library.
 - 2. He will also check into our continued use of the A-frame sign on Main Street.
- B. Chief School Administrator: Michael Ferrante
 - 1. School Budget presentation will be on Tuesday, March 27th at 7:00 p.m.
 - a. The budget will be increased by 1%.
 - b. The meeting will be a joint Township Committee/School Board meeting so that the Township Committee can hear the residents' comments.
 - c. The School Budget Vote will be Tuesday, April 17th.
 - d. State Aid continues to fluctuate.
 - 2. Smooth sailing with Dr. Genco.
 - 3. Five candidates for three slots.
- C. Friends of the Cranbury Public Library Representative: Marilynn Mullen
 - 1. The quarterly mailing will go out at the end of this month. Marilynn is working with the Friends' on the content.
 - 2. Pam Hirsch, VP of Government and Community Affairs of the new Princeton University Hospital, will be presenting at the Friends' Annual Meeting.
- D. Cranbury Public Library Foundation: Marilynn Mullen
 - 1. Donor money has been coming in from pledges.
 - A statement from the Township Committee in support of the Foundation's fundraising efforts.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel Committee: Charlene Vivian-Granville No report
- B. Finance Committee: David Fletcher No report
- C. Policy and Planning Committee: Kirstie Venanzi
 - 1. The committee met and made recommendations in the Board's Strategic Plan.
 - 2. Discussion took place about planning public forums about the ideas for the new library.
 - 3. The committee will be looking at an indemnification clause.
 - 4. Ideas about having a new type of non-resident library card for seniors in nearby communities.
 - 5. Marilynn is working on wording for the retirement policy as recommended by the auditor.

- D. Nomination and Election Committee: Hal Rourke No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi No report
- F. Public Relations Committee: Andre Mento
 - 1. The PR Committee will be meeting with James Fahey of the Friends' next week.

11. OLD BUSINESS

- A. Library Board minutes posted on Township website.
 - 1. We need more information on how the emails are automatically generated and pushed out to residents.

12. NEW BUSINESS

- A. Indemnification clause Article 9
 - 1. The Corporation's Trustees and officers shall be indemnified for expenses and liabilities to the fullest extent permitted by law, including, without limitation, to the fullest extent permissible under the provisions of New Jersey Statutes Title 15A, Chapter 3, Section 3-4 (N.J.S.A. 15A:3-4) as the same may be amended from time to time. Such indemnification shall include the advancing of expenses to the fullest extent permitted.

Motion to approve: Andre

Second: Michael

- B. Staff appreciation event, March 30, 2012 or April 13, 2012.
 - 1. March 30th, 5:30 at Patty Thommson's house. Board Members are asked to bring appetizers and desserts.
 - 2. Past trustees, years of service recognition possibly, and merit recognition certificate are possible ideas at the Staff Appreciation Event.

13. CORRESPONDENCE

- A. A letter from the counselor who oversees the new volunteer was received.
- B. Marie Mattes, Reading Specialist at Cranbury School, thanked Marilynn for her participation in <u>Read Across America</u>.

14. OPEN DISCUSSION PERIOD

- A. Library as town center
 - 1. This phrasing is not mentioned in the literature of Foundation fundraising events and other future library efforts.
 - 2. We need to promote the community center portion of our revised Vision Statement.
 - 3. Offering coffee is a good step.
- B. The Library and Friends' may have a booth at the Cranbury School's Drug-Free Fair in May.
 - 1. Ideas include having a bibliography and books to show at the table of drug abuse, etc.
 - 2. A list of ideas that families can use for free through the library, instead of drugs.
 - 3. Give families a microwave bag of popcorn if they come in to check out a movie during the drug-free fair.

15. ADJOURNMENT AT 9:21 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