

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
February 11, 2010 – 7:30 pm  
Cranbury History Center

**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 15, 2009, a notice for all scheduled 2010 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  
Kim Borden, Secretary  
David Fletcher, Trustee  
Andre Mento, Trustee  
Charlene Vivian-Granville, Trustee  
Julie Hardaker, Chief School Administrator and FCPL Representative  
Pam Parseghian, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Pat Demers, Library Foundation Board Member  
Frank Marlowe, Library Foundation Board Member  
Dave Cook, Township Committee Member

**3. DISCUSSION OF FEASIBILITY CONSULTANTS**

- A. The Library BOT is considering a capital campaign for a freestanding community center building which will contain the public library. A feasibility study is necessary to determine the viability of the capital campaign.
- B. Three feasibility study consulting firms were discussed: Janice Roddenbery of Roddenbery Associates, Alan and Leslie Burger of Library Development Solutions and Ellen Donahue of EJIMPACT.

**4. APPROVAL OF MINUTES**

January 14, 2010	Regular Meeting	<i>Approved</i>
January 16, 2010	Retreat	<i>Approved</i>

**5. TREASURER'S REPORT FOR JANUARY 31, 2010:** Patty Thomsson

- A. Action on Bills List *Approved*
- B. Budget and Operating Status as of 1/31/10

**6. DIRECTOR'S REPORT:** Marilyn Mullen

**7. YOUTH SERVICES LIBRARIAN'S REPORT:** Marilyn Mullen

**8. SYSTEMS ADMINISTRATOR'S REPORT:** Marilyn Mullen

## **9. PRESIDENT'S REPORT**

- A. Review of "Annual Calendar of Events" for February and March – On-track
- B. Appointment of Committees
  - 1. Personnel  
Kim Borden (Chair), Julie Hardaker, Hal Rourke, Charlene Vivian-Granville
  - 2. Finance  
Patty Thomsson (Chair), Andre Mento, Kirstie Venanzi
  - 3. Policy and Planning  
Julie Hardaker (Chair), Pam Parseghian, Hal Rourke, Kirstie Venanzi
  - 4. Nomination and Elections  
Hal Rourke (Chair), Andre Mento, Pam Parseghian
  - 5. Facilities  
Kirstie Venanzi (Chair), Dave Fletcher, Andre Mento, Charlene Vivian-Granville
  - 6. Public Relations  
Charlene Vivian-Granville (Chair), Dave Fletcher, Andre Mento

## **10. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Pam Parseghian
- B. Chief School Administrator's Representative: Julie Hardaker
  - 1. The Library will continue to receive preferential booking (as it relates to other outside groups) in the school building at no cost for its programs.
- C. Friends of the Cranbury Public Library Representative: Julie Hardaker
  - 1. The Friends Annual Meeting is April 16. The program will be an Antique Book Road Show.
- D. Cranbury Public Library Foundation: David Fletcher
  - 1. The first annual meeting was held January 25. The officers were elected as follows: President – Patty Thomson, Vice President – Dave Fletcher, Secretary – Kirstie Venanzi, Treasurer – Marilyn Mullen.

## **11. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Kim Borden – No report
- B. Finance Committee: Patty Thomsson – No report
- C. Policy and Planning Committee: Julie Hardaker – No report
- D. Nomination and Election Committee: Hal Rourke – No report
- E. Facilities Development Committee/Task Force: Kirstie Venanzi – No report
- F. Public Relations Committee: Charlene Granville
  - 1. The logo for the Foundation has been approved – stationery and envelopes are being developed accordingly.

## **12. OLD BUSINESS**

- A. Employee Appreciation Event – Julie Hardaker
  - 1. The event is set for Saturday, February 27, 7pm at Patty's house.
  - 2. We are exploring the option of postponing in order to include more staff.
- B. Strategic Plan Revisions
  - 1. Revisions are being submitted to the Policy and Planning Committee for review and approval.

### **13. NEW BUSINESS**

- A. Resolution 2010-2      Establishing Capital Expense Plan and Reserving Funds  
*Motion to approve: Kim    Second: Charlene*  
*Unanimously Approved*
  
- B. Resolution 2010-3      Acknowledging Accomplishments of Staff in 2009 in  
Completing Operational Goals  
*Motion to approve: Charlene    Second: Julie*  
*Unanimously Approved*

### **14. CORRESPONDENCE**

- A. Letter from Association of Library Trustees, Advocates, Friends and Foundations soliciting membership.
- B. Email from NJ Library Trustee Association inviting BOT to a "Beyond Library Law" workshop on March 20, 10-12:30pm.
- C. Letter from IRS notifying the library that the penalty for filing late in 2008 has been abated.

### **15. ADJOURNMENT AT 9:25pm**

Respectfully submitted,  
Kim Borden