

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY  
MINUTES**

**Thursday, March 11, 2010, 6:30 P.M.**

**Gambino Meeting Room, Cranbury Public Library**

**1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT AT 6:30pm**

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 (excused)  
Patricia Thomsson, Treasurer  
Kim Borden, Secretary (excused)  
David Fletcher, Trustee  
Andre Mento, Trustee  
Charlene Vivian-Granville, Trustee and acting Secretary  
Julie Hardaker, Chief School Administrator and FCPL Representative (excused)  
Pam Parseghian, Mayor's Representative (excused)

Also present:

Marilynn Mullen, Director  
Jan Murphy, Youth and Outreach Services Librarian  
Doug Baldwin, Systems Administrator  
Frank Marlowe, Library Foundation Board Member

**3. PRESENTATIONS OF FEASIBILITY CONSULTANTS**

- A. EjIMPACT
- B. Roddenbery Consultants
- C. Library Development Solutions

**4. APPROVAL OF MINUTES:**

February 11<sup>th</sup> Meeting Minutes approved by consensus.

**5. TREASURER'S REPORT:** Treasurer- Patricia Thomsson

- A. Recommended action on Bills Lists for February 2010-

Motion: Patty, 2<sup>nd</sup>: Andre *Unanimously Approved*

- B. Report - Budget and Operating Status as of 2/28/10
  - 1. Kindles paid for under eBooks category.
  - 2. Webhosting fee reduced from \$50/month to \$11.95/month.

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

- A. Statistics down in February due to snow, except videos.
- B. Refer to Personnel Committee to review policy on Part-Time Staff Pay during Snow days.

**7. YOUTH SERVICES LIBRARIAN'S REPORT:** Jan Murphy

- A. Some programs are at no cost and very popular: Reading to Rover.
- B. Summer reading program set.
- C. Paid position for Teens for a "drop-in" craft during Summer Reading.
- D. Upcoming Yoga Program filled to capacity; could be more capacity if we had a larger space.

**SYSTEM'S ADMINISTRATOR'S REPORT:** Douglas Baldwin

- A. Chat feature added to the Library's home page.
- B. EbscoHost Mobile is a new feature accessed from our home page.
- C. Kindles have been circulating and have been received well.
- D. Notary Service usage has increased.
- E. Summer Reading Program Software is highly customizable and will make the program run smoothly.

**PRESIDENT'S REPORT:**

- A. Review "Annual Calendar of Events" February, March – tabled to next month.
- B. Areas of opportunity for us to collaborate with the town.  
Motion: Andre 2<sup>nd</sup>: Charlene *Unanimously Approved*

**REPRESENTATIVES' REPORTS:**

- A. Mayor's Rep.: Pamela Parseghian - Update on Township Committee matters – No report
- B. Chief School Administrator's Rep: Julie Hardaker – Update on Cranbury

School – No report

- C. Friends of Cranbury Public Library’s Rep: Julie Hardaker – Update\_
  - 1. BookWorm will be evaluating and giving an opinion about the value of books for members on April 16<sup>th</sup> at the Library.
- D. Cranbury Public Library Foundation: Patricia Thomsson – Update
  - 1. Meeting on March 22<sup>nd</sup>. Doug will be making a presentation about Web Hosting & Online Donations.
  - 2. Mel Lehr will also be there to be interviewed for Foundation Board
  - 3. Develop of Timeline on Content for Website.

## **11. TRUSTEE COMMITTEE REPORTS**

- A. Personnel: Chair– Kim Borden, Hal Rourke, Julie Hardaker, Charlene Vivian-Granville – No report
- B. Finance: Chair- Patricia Thomsson, Andre Mento, Kirstie Venanzi
  - 1. The Township is not looking for back re-payment of PERS Pension Contributions.
- C. Policy and Planning: Chair– Julie Hardaker, Kirstie Venanzi, Pam Parseghian, Hal Rourke - Revised Strategic Plan
  - Motion: Andre 2<sup>nd</sup>: Kirstie *Unanimously Approved*
- D. Nomination and Elections: Chair– Hal Rourke, Pam Parseghian, Andre Mento – No report
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Charlene Vivian-Granville, Andre Mento – No report
- F. Special – Public Relations Committee: Chair – Charlene Vivian-Granville, Andre Mento, David A. Fletcher
  - 1. Logo and Stationery Package for both Library and Foundation is complete, including a “knock-off” of the logo ( a reverse color if used on a dark background) and a typable Microsoft Word version of the stationery.

## **12. OLD BUSINESS**

- A. Employee appreciation event, new date, Friday, April 9. Julie will coordinate food and get an accurate count of who is attending.
- B. Revised 2010 budget to reflect the PERS deduction
  - Motion: David 2<sup>nd</sup>: Patty *Unanimously Approved*

**13. NEW BUSINESS**

- A. Consultants – EJImpact, Roddenbery Associates, and Library Development Solutions each discussed Feasibility Study.
- B. Resolution - 2010-3
  - 1. Tabled to April Meeting.
- C. Next step in feasibility planning
  - 1. Hire Library Development Solutions to assist us with your Feasibility Study.

Motion: David                      2<sup>nd</sup>:    Patty                      *Unanimously Approved*

**14. CORRESPONDENCE**

- A. Thank You letter from a child who attended the Tea Party.
- B. Thank You letter from the Cranbury School for participating in Read Across America.
- C. Letter from The State Library about budget cuts at the State level.
- D. A flyer from InfoLink about an upcoming workshop "Using Photos to Tell Compelling Stories." All photos are from Cranbury Public Library!

**15. OPEN DISCUSSION PERIOD**

- A. Fill out Financial Statements for the Township.
- B. Statement from Kirstie about keeping our commitment as Board Members, keep up with reading emails, do pre-reading for Board Meetings and respond in a timely manner.

**16. ADJOURNMENT** at 9:51pm.

—  
  
Respectfully submitted,

Charlene Vivian-Granville,  
Acting Secretary