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 11th Meeting Minutes approved by consensus.

5. TREASURER’S REPORT: Treasurer– Patricia Thomsson
A. Recommended action on Bills Lists for February 2010-
   Motion: Patty, 2nd: Andre  Unanimously Approved
B. Report - Budget and Operating Status as of 2/28/10
   2. Webhosting fee reduced from $50/month to $11.95/month.

6. DIRECTOR’S REPORT: Marilynn 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  2nd: 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 16th at the Library.

D. Cranbury Public Library Foundation: Patricia Thomsson – Update
   1. Meeting on March 22nd. 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 2nd: 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 2nd: Patty Unanimously Approved
13. NEW BUSINESS
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 2nd: 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