

**BOARD OF TRUSTEES  
CRANBURY PUBLIC LIBRARY**

REGULAR MEETING MINUTES  
January 13, 2011 – 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: December 1, 2010, a notice for all scheduled 2011 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  
Charlene Vivian-Granville, Secretary  
Kim Borden, Trustee  
David Fletcher, Trustee  
Andre Mento, Trustee  
Michael Ferrante, Chief School Administrator's Representative - absent  
Dave Mauger, Mayor's Representative

Also present:

Marilynn Mullen, Director  
Douglas Baldwin, Systems Administrator

**3. APPROVAL OF MINUTES** as amended  
December 14, 2010                      Regular Meeting                      *Approved*

**4. TREASURER'S REPORT FOR DECEMBER 31, 2010:** Patty Thomsson

- A. Action on Bills List                      *Approved*
- B. Budget and Operating Status as of 12/31/10
  - 1. 99.8% of revenues have been used.
  - 2. For the year, we are little under budget on personnel, quite a bit under budget on A & E, spent all of book budget, way over on technology as we purchased new Early Literacy Stations and under on programs.
- C. Kirstie and Marilynn are meeting with the Township Committee at their special budget meeting, as requested by Denise Marabello, so the Township Committee will be fully informed about our resolutions, capital plans, etc.

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

**6. YOUTH AND OUTREACH SERVICES REPORT:** given by Marilynn Mullen

**7. SYSTEMS ADMINISTRATOR'S REPORT:** Doug Baldwin

## **8. PRESIDENT'S REPORT: Kirstie Venanzi**

- A. Foundation needs to work on Case Statement (similar to a Vision Statement) for the Capital Campaign. This involves more emotion than just facts. There will be a subcommittee to work on this.
- B. Review of "Annual Calendar of Events" for January and February – On-track

## **9. REPRESENTATIVE'S REPORTS**

- A. Mayor's Representative: Dave Mauger
  - 1. New members of Township Committee were installed and committees appointed.
- B. Chief School Administrator: Michael Ferrante-absent
  - 1. Meeting about budget involving the community was Tuesday night. It was the first of many meetings.
- C. Friends of the Cranbury Public Library Representative: Marilyn Mullen
  - 1. Two potential board members attended the January meeting.
  - 2. They will be conducting more library programming in the coming months.
  - 3. They are moving forward with their website to renew or establish memberships.
- D. Cranbury Public Library Foundation: Patricia Thomsson
  - 1. Different consultants were interviewed to determine who would be hired to move ahead with the Capital Campaign. Janice Roddenberry was chosen and her contract was signed. Her cost is \$150/hour, billed at ½ hour increments, at a maximum of \$850 per day. She does not bill for reasonable phone calls, faxes, etc. She puts us down for four days per month, for a total of \$35,000 - \$40,000.
  - 2. Her recommendation was to send letters to those Cranbury residents who were interviewed during the Feasibility Study to state that we are moving forward and will have a cultivation meeting in which a presentation would be given.
  - 3. The Case Statement needs to be developed, as Kirstie mentioned during her remarks. Kirstie recommended that two Trustees join the Foundation subcommittee to work on this.
  - 4. A steering committee will be pulled together who will be trained and will have to donate and ask for money.

## **10. TRUSTEE COMMITTEE REPORTS**

- A. Personnel Committee: Kim Borden
  - 1. NJLA released 2011 Salary Guidelines and stayed the same from the 2010 guidelines.
- B. Finance Committee: Patty Thomsson
  - 1. Budget for 2011
    - i. Township appropriation was reduced by 4%. State Aid is also going down. The others were estimates based on past experience.
    - ii. New line item of Transfer from Capital Account since we now put money aside for the Capital Plan in a Capital Account, based on recommendations from the State Library.
    - iii. Salary increases of combined 3% increase.
    - iv. PERS increase.
    - v. Cut Board expenses.
    - vi. Admin and Exec is way down.
      - a. Consultant and Architect fall under the Capital Plan, and therefore would come out of the Capital Fund.
      - b. Marilyn will be attending local conferences instead of bigger trips.
    - vii. We did not want to cut the book budget much.
    - viii. Movie licensing was cut due to less usage.
    - ix. We cut our fees for legal and accounting.

- x. Total budget of \$640,135.00.
- 2. *Motion to approve 2011 Operating Budget:* Dave F. 2<sup>nd</sup>: Hal No: Dave M.  
7 in favor, 1 opposed; Motion carries.
- 3. *Motion to approve 2011 Capital Budget:* Dave F. 2<sup>nd</sup>: Hal No: Dave M.  
7 in favor, 1 opposed; Motion carries.
  - i. The motions were approved with seven Trustees voting in favor. Dave M. voted "no" stating that the budgets include provisions relating to the proposed new library and that he does not have enough information/background at this time to signal his approval of a new library with a "yes" vote on these budgets. Dave F. asked if his "no" vote as opposed to abstention signaled his disapproval of a new library, and Dave M. replied that it does not and that he is keeping an open mind relating to this matter. Kirstie stated that it would be the Trustee's job to educate everyone involved about the rationale/wisdom of a new library in Cranbury.
- C. Policy and Planning Committee: – No report
- D. Nomination and Election Committee: Hal Rourke
  - 1. Officers were installed into office. Only one change: Charlene Vivian-Granville is now the new Secretary taking over for Kim Borden. The other officers stayed the same.
- E. Facilities Development Committee/Task Force: Kirstie Venanzi
  - 1. Facilities Committee met with Allan Kehrt and Merilee Meacock to determine the steps to go from concept library to a physical library. There was a little tweaking, but that would not change
- F. Public Relations Committee: Charlene Vivian-Granville – No report

## 11. OLD BUSINESS

- A. Staff Appreciation Gathering will be at Patty's house. The proposed date is Friday, April 8.

## 12. NEW BUSINESS

- A. Election of Officers
  - 1. Kirstie - President  
Hal- Vice President  
Patricia – Treasurer  
Charlene – Secretary

*Motion to approve:* Kim                      *Second:* Patty                      *Approved*
- B. Oath of Office of Kirstie Venanzi as a reappointment and Dave Mauger as the new Mayor's Representative.
- D. 2011 Budget – covered in Finance Report.
- E. Resolutions
  - 1. Establishing Capital Expense Plan and Reserving Funds  
*Motion to approve:* Andre                      *Second:* Hal                      *Approved*
- F. Retreat has been rescheduled to Saturday, March 5, 2011.
- G. A book relating to food dedicated to Pam Parseghian in honor of her service to the Board.
- H. Committee Appointments:
  - 1. Add Dave M. to Finance, Kim will chair Policy & Planning, Add Charlene to Nominations, Hal will join Public Relations, Andre will chair PR.
  - 2. The committees and members will be the following:
    - A. Personnel: Chair– Kim Borden, Hal Rourke, and Charlene Vivian-Granville
    - B. Finance: Chair- Patricia Thomsson, Andre Mento, Kirstie Venanzi, Dave Mauger

- C. Policy and Planning: Chair–Kim Borden, Hal Rourke, and Kirstie Venanzi
- D. Nomination and Elections: Chair– Hal Rourke, Andre Mento, and Charlene Vivian-Granville
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Charlene Vivian-Granville, Andre Mento, and David Fletcher
- F. Special – Public Relations Committee: Chair – Andre Mento, Charlene Vivian-Granville, David A. Fletcher, and Hal Rourke

**13. CORRESPONDENCE**

- A. LmX Letter to request that CPL Board waive annual dues for all libraries of Middlesex, due to a surplus in their funds. Our Board agreed.
- B. NJLA letter asking that Board members become NJLTA members again. Marilyn renewed our memberships.

**14. ADJOURNMENT AT 9:38pm**

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