

**BOARD OF TRUSTEES
CRANBURY PUBLIC LIBRARY**

MINUTES

November 11, 2021, 7:00 p.m.

Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89855306195?pwd=cFZJRVMzRFo4cmcvb1drRENFY1VGQT09>

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH PUBLIC MEETINGS ACT

Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Public Library as follows: December 16, 2020 notice for this meeting was sent to the Cranbury Press, Trenton Times, Home News Tribune, Township Clerk and posted on the Public Library website. The public may participate in this meeting only during the public portion which takes place at the end of the meeting.

For meetings conducted via Zoom:

To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement. Public comment may be made in advance of the Board Meeting by submitting an e-mail to reference@cranburypubliclibrary.org or by written letter received at least 3 hours before the meeting start.

2. INTRODUCTION OF BOARD OF TRUSTEES – Call to Order 7:00 p.m.

Kirstie S. Venanzi, President -present	Ira Negin -present
Andre Mento, Vice-President -late (8:07pm)	David Carroll -present
Dave Fletcher, Treasurer -absent	Fred Dennehy -present
Patty Thomsson, Secretary -present	Michael Ferrante, Mayor -present
Susan Genco, Chief School Administrator -present	

Also to be present:

Marilynn Mullen, Director

- 3.** Chief School Administrator, Susan Genco – SGenco noted that 1) Cranbury School has partnered with Penn Medicine to host a vaccination clinic at the school on 11/17, 4-6pm. Both eligible children and adults can receive a vaccine and must register via link, 2) parent-teacher conferences are being held this week, 3) some large group activities have been postponed until January, and 4) as a school-sponsored trip, 8th graders visited the US Constitution Center in Philadelphia. She then opened the floor to questions from the CPL BOT on the upcoming bond referendum. KVenanzi asked when a traffic study will be conducted to assess the impact of proposed auditorium events. SGenco replied it is too early to know and that the study will be undertaken. CRainho followed with his “elevator speech” on why to support the referendum.

4. CONSENT AGENDA

- A. Action on minutes from 10/31/2021 and 11/08/21
Action on the minutes of the 10/31/21 – Motion to approve MFerrante, second INegin. All vote yea, none opposed. Motion carries unanimously.
Action on the minutes of the special meeting 11/8/21 – Motion to approve MFerrante, Second INegin, Six yeas, none opposed, three no vote (DC, AM, SG). Motion carries unanimously.
- B. Action on Bills List for month ending 10/31/21. Motion to approve INegin, second MFerrante. All vote yea, none opposed. Motion carries unanimously.

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Question about the bill for compact shelving that MMullen explained satisfactorily with details.

5. TREASURER'S REPORT:

- A. Budget and Operating Status - MMullen noted that DFletcher had informed her that he believes the October report shows the Library in good financial shape.

6. PRESIDENT'S REPORT: KVenanzi reported on her meetings with the construction company and MBerkowsky. Three change orders totaling over \$25K have been requested due to unforeseen circumstances: rerouting of storm water pipes (26K) due to found concrete encased electrical box, change in electric service requested by PSE&G (10K), and addition of hardwired CO2 detectors (4k). Motion to approve the storm water change up to 30K as well as the other change orders by MFerrante, second INegin. All in favor, none opposed. Motion carries unanimously.

7. DIRECTOR'S REPORT: - per submission. MMullen reported on the sudden and temporary library closing due to construction by the landlord on the second floor. All work and cleanup completed to her satisfaction.

8. TECHNOLOGY REPORT: per submission

9. REPRESENTATIVES' REPORTS:

- A. Mayor's Rep - MFerrante - noted that 1) lake dredging will continue for several more months, 2) he and Eman El-Badawi have been elected to the Cranbury Township Committee, and 3) it remains unknown at this time which of the three Cranbury School BOT write-in candidates will be named along with Dominique Jones, who was on the ballot and reelected.
- B. Cranbury Public Library Foundation Rep - PThomsson – "New Neighbor" meet and greet was held with 15 new families attending. Attendance by the Cranbury organizations worked well. Better outreach and follow up by email with all invitees is a priority for 2022 event.

10. TRUSTEE COMMITTEE REPORTS

- A. Personnel: Chair – Patty Thomsson, Kirstie Venanzi, David Carroll - Library Director job description and blank 2021 performance evaluation was emailed to all Board members. Evaluations are due back to PMT by 12/3. Summary evaluation will be compiled and shared in closed session at the 12/9/21 Board meeting.
- B. Finance: Chair -Dave Fletcher, Andre Mento, Ira Negin, David Carroll - MMullen noted she will begin a 2022 budget for the committee's review.
- C. Policy and Planning: Chair – Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy - MMullen emailed the Safety and Security Procedures document to all Board members.
- D. Nominations and Elections: Chair – Andre Mento, Dave Fletcher –none.
- E. Special - Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, Fred Dennehy, Marilynn Mullen - KVenanzi further reviewed the details of the requested change orders. Motion made by MFerrante to increase change order limit for KVenanzi approval up to \$30K. INegin second. All vote in favor, none opposed. Motion carries unanimously.
- F. Special – Community Engagement: Chair – David Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilynn Mullen – none.

11. OLD BUSINESS

- A. Calendar - MMullen presented proposed 2022 calendar and comparative data. Motion to approve calendar MFerrante, second AMento. Six in favor, none opposed, one abstention, Motion carries unanimously. PThomsson asked why Cranbury Library salaried staff receive two less paid holidays than Cranbury Township staff. Research to be done on cost to include two more paid holidays for full- and parttime Library staff in 2022.

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- B. Opening Library space - ADA-compliant ramp installed on 11/11/21, if complete, Library will open to the public on Monday, 11/15 with clear protocols on who can enter, when and for how long. Protocols will be modified as needed once Library open for some time period. Regarding the ramp, KVenanzi received a letter by email at noon on 11/11/21 from Paul W. Norris, Esq., Nancy Witt's lawyer. Gordon Golum, the library board's attorney, is reviewing the letter
- C. Safety and Security Procedures - see above under Policy and Planning Committee

12. NEW BUSINESS - none

13. CORRESPONDENCE - Each month MMullen receives approved Monthly Project Workforce Reports - Construction from the construction company for the files.

14. OPEN DISCUSSION PERIOD - none

15. ADJOURNMENT - At 8:36 pm motion to adjourn MFerrante, second INegin. All vote yea, none opposed, motion carries unanimously.