

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, March 10, 2022, 7:00 p.m.

Via Zoom Conference Call

1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH OPEN 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 6, 2021 notice for this meeting was sent to the Cranbury Press, 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. 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 before 5:00 p.m. on the date of the meeting.

2. INTRODUCTION OF BOARD OF TRUSTEES – call to order at 7:00 pm

Kirstie Venanzi - present	Ira Negin –present
Andre Mento – present	David Carroll - present
Patty Thomsson – present	Fred Dennehy - present
Dave Fletcher – present (at 7:05pm)	
Mike Ferrante, Mayor's Representative – present	
Emma Bossard – Representative for Chief School Administrator- present	

Also present:
Marilynn Mullen, CPL Director

3. CONSENT AGENDA -

- A. Action on the minutes of the 02/10/22. Motion to approve MFerrante, second AMento. All vote yea, none opposed. Motion carries unanimously.
- B. Action on Bills List for month ending 02/10/22. Motion to approve MFerrante, second AMento. All vote yea, none opposed. Motion carries unanimously.

4. TREASURER'S REPORT: David Fletcher - Budget and Operating Status as of 02/10/22 – per submission. DFletcher noted all expense categories within budget but for legal and professional services.

5. PRESIDENT'S REPORT: Kirstie Venanzi – Noted that 2/26/22 retreat was successful and energetic. Encouraged everyone to sign up to assist on one (or more) of the three committees outlined in the retreat minutes.

6. DIRECTOR'S REPORT: Marilynn Mullen – per submission. MMullen noted 1) she attended meetings on 3/10/22 on security equipment/placement and library furniture selection, 2) the brick order was placed, 3) the annual library survey was completed and submitted to the State Library on 3/1. A question was raised about the Cranbury Police's input to the new library security plans. MMullen reported that she spoke with the Cranbury Police who stated that the Library should be advised by and follow whatever recommendations the security consultant recommended. The Cranbury Police would have no input. MMullen noted too that she has notarized 26 documents since January 1.

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- 7. TECHNOLOGY LIBRARIAN REPORT:** per submission. MMullen noted that Dean tested all adult computer for use in the new library. The AWE computers for children that were in the former library will be purchased again for the new building.
- 8. REPRESENTATIVES' REPORTS:**
 - A. Township Representative: MFerrante - noted that 1) the Township is pleased with the collaboration of the Library with its time capsule and the 325th Anniversary celebration and 2) the lake dredging project is nearly complete with equipment being removed and lake filling slowly. Lake will be restocked with fish in the spring.
 - B. Cranbury School Representative – EBossard – reported that the School issued new COVID mask guidelines effective 3/7/22 essentially making masks optional and 2) a search firm has been identified for the CSA and Assistant Principal job openings and the job postings should be posted publicly by spring break.
 - C. Foundation Report: none– KVenanzi did solicit Board members to join one (or more) of the three committees agreed upon at the 2/26/22 retreat.
- 9. TRUSTEE COMMITTEE REPORTS**
 - A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll –none.
 - B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll – none.
 - C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy – Meeting Room policy to be discussed under new business.
 - D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher – none.
 - E. Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy –MMullen noted that the furniture selection/order should be placed by the end of March to avoid April 1 price increase.
 - F. Community Engagement Committee: Chair –Dave Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilynn Mullen –none.
- 10. OLD BUSINESS** –none
- 11. CLOSED SESSION** – none required
- 12. NEW BUSINESS –**
 - A. Discussion of new COVID protocols in the current library space – MMullen said she took into consideration the new Cranbury School guidelines and noted that most LMXAC libraries have modified their masking protocols in light of declining COVID cases. She will publish the new library protocols in her monthly newsletter, on the library website and in the Chronicle. Children age 8 and under will be required to be accompanied by an adult/guardian. All agreed that new guidelines should take effect Monday, 3/14/22.
 - B. Discussion of new meeting room policy – The Policies and Procedures committee circulated its suggested revised meeting room policy to apply to the meeting rooms in the new building. (The small study group rooms will be available without reservation.) Since the building alarm system can be turned on and off automatically at predetermined times, it was suggested that the policy be amended for the hours of meeting room usage. Meeting room reservation software to manage the room scheduling in a transparent manner will be investigated. A motion was made to approve the Meeting Room policy as amended. AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.
- 13. CORRESPONDENCE** – MMullen received a thank you from the President of NJLA for joining the NJLA Public Policy Leadership Team for a virtual legislative visit with Assemblyman Dan

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Benson.

- 14. OPEN DISCUSSION PERIOD** – no public comment. AMento thanked MMullen for using a photo of the new building taken 3/10/22 for her ZOOM background.
- 15. ADJOURNMENT** – At 7:52 pm motion to adjourn MFerrante, second INegin. All vote yea, none opposed. Motion carries unanimously.