

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, July 14, 2022, 7:00 p.m.

Via Zoom Conference Call

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 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.

For meetings to be 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 before 5:00 p.m. on the date of the meeting.

2. INTRODUCTION OF BOARD OF TRUSTEES – call to order at 7:03 pm

Kirstie Venanzi - present

Ira Negin –present

Andre Mento – present

David Carroll - present

Patty Thomsson – present

Fred Dennehy - absent

Dave Fletcher – present

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 06/9/22. Motion to approve INegin, second MFerrante. All vote in favor, none opposed. Motion carries unanimously.

B. Action on Bills List for month ending 06/30/22. Motion to approve INegin, second MFerrante. All vote in favor, none opposed. Motion carries unanimously.

4. TREASURER'S REPORT: DFletcher - Budget and Operating Status as of 06/30/22 – per submission.

5. PRESIDENT'S REPORT: KVenanzi – per submission (see report).

6. DIRECTOR'S REPORT: MMullen – per submission. Mullen noted that 1) she received confirmation from the State that they received Requisition 2 for 50% of the grant funds, 2) the 2021 audit is complete and the report was emailed to the Board, 3) she is working with the NJ Dept of Labor on some data requested in connection with the building project, 4) Mark Berkowsky is arranging for a tour of the building for the library staff and will check if BOT members may join, 5) the CPL Foundation NJ Annual report has been filed and 6) the summer reading program has been well attended thus far and LBonds is preparing a "StoryWalk" for Cranbury Day in September.

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7. TECHNOLOGY LIBRARIAN REPORT: per submission.

8. REPRESENTATIVES' REPORTS:

- A. Township Representative: MFerrante - noted the opening of the Cranbury time capsule on July 4th after 45 years in connection with the township's 325th anniversary.
- B. Cranbury School Representative – EBossard announced the hiring of a new CSA, Dr. Jennifer Diszler, and that the hiring of the Vice Principal will occur once the new CSA is in place.
- C. Foundation Report: PThomsson –Noted that the donor preview event and opening day have been pushed back for planning purposes to mid-October and as a result the selected caterer pulled out due to scheduling conflicts. Alternatives are being sought now. MMullen noted that the building project has been delayed further and that a November preview and opening is more likely. MFerrante presented a slide of the final "Donor Wall" that will be hung in the new building lobby.

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 – the committee did meet virtually regarding the acquisition policy (see further 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 – a meeting will be called to further establish room reservation policies for the new building.
- F. Community Engagement Committee: Chair –Dave Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilyn Mullen –none.

10. OLD BUSINESS – none

11. CLOSED SESSION – Discussion of potential legal issues for the Cranbury Public Library and personnel matters. At 7:36 pm a motion was made to go into closed session by AMento, seconded by MFerrante. All vote in favor, none opposed. Motion carries unanimously. At 7:45pm a motion was made to go out of closed session by AMento, seconded by DFletcher. All vote in favor, none opposed. Motion carries unanimously.

12. NEW BUSINESS

- A. 2021 Audit – The audit received a clear opinion and a motion was made to accept it by DFletcher, seconded by MFerrante. All voted in favor, none opposed. The motion carries unanimously. The auditor will attend the August board meeting at which time a Q&A will be held.
- B. Offer of gift for the new library facility – The P&P Committee met and reviewed the offer of three works of art in light of the library's acquisition policies. The Committee recommends that the artwork not be accepted. A motion was made by KVenanzi, seconded by AMento to not accept the artwork. All vote in favor, none opposed. The motion carries unanimously. A letter graciously declining the offer will be sent by KVenanzi.
- C. Sign outside new library building – the matter was referred to the Facilities Committee for further review and its recommendations.
- D. Meeting Room reservation system – MMullen noted that DKlimek has identified several online systems at a range of costs. A final recommendation is forthcoming.
- E. Open space next to the new library building – KNenanzi described the space and asked

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the Board members to submit their thoughts on the space usage to her by email. The library is inclined to wait one year to learn how the new building and its surroundings are used before rendering a formal recommendation on the space.

- 13. CORRESPONDENCE** –MMullen noted that she received the invoice for the “Donor Wall” and asked if the Foundation should pay for it or can grant monies be used. The Board suggested that she speak with the architect for his thoughts based on his experience with library design and then directly with the State on the grant guidelines for this sort of “interior furnishing”.
- 14. OPEN DISCUSSION PERIOD** – none.
- 15. ADJOURNMENT** – At 8:22 pm motion to adjourn by AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.