

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, August 11, 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 7:00 pm

Kirstie Venanzi - present	Ira Negin –present
Andre Mento – present as of 7:17pm	David Carroll - present
Patty Thomsson – present	Fred Dennehy - present
Dave Fletcher – absent	
Mike Ferrante, Mayor's Representative – present	
Emma Bossard – Representative for Chief School Administrator- absent	

Also present:
Marilynn Mullen, CPL Director
Anthony Barbera, Auditor
Jennifer Diamond, President, Cranbury Public Library Foundation

3. CONSENT AGENDA -

- A. Action on the minutes of the 07/14/22. Motion to approve MFerrante, second INegin. All vote in favor, none opposed. Motion carries unanimously.
- B. Action on Bills List for month ending 07/31/22. Motion to approve MFerrante, second INegin. All vote in favor, none opposed. Motion carries unanimously.

4. TREASURER'S REPORT: as submitted, no verbal report.

5. PRESIDENT'S REPORT: KVenanzi – noted MMullen retirement letter had been received and retirement is effective 12/31/22.

6. DIRECTOR'S REPORT: MMullen – per submission. MMullen noted that 1) the entire staff attended a tour of the new building, 2) an October 1st completion date is expected with the following two weeks for "punch list" follow-up, and then the move-in planned to begin on 10/15, 3) she received the August grant funds, and 4) library statistics show improved library usage.

7. TECHNOLOGY LIBRARIAN REPORT: per submission.

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8. REPRESENTATIVES' REPORTS:

- A. Township Representative: MFerrante - noted 1) two large warehouses have been approved for construction on Cranbury Station Road, 2) the Parks Commission submitted a proposal for an inclusive playground adjacent to the new library funded by a \$450K grant with an October 2022 deadline. At this time the Township Committee is not supportive of a park on the proposed site, and 3) an Eagle Scout project by Armaan Ahmed will contribute to the library grand opening event.
- B. Cranbury School Representative – EBossard – no report.
- C. Cranbury Public Library Foundation Rep: JDiamond –mentioned that dates for the donor preview and grand opening events remain undecided and that there are plans for a trifold mailing in the next month or so. (Pursuant to talk further in the open discussion period, the date for the donor preview was set for Thursday, November 3rd and the grand opening will be Saturday, November 19th.)

9. TRUSTEE COMMITTEE REPORTS

- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll –PThomsson noted that the Library Director position description has been updated.
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll – The auditor, Anthony Barbara, gave an earlier report of the clean audit he completed for 2021.
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy – none.
- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher – there will be discussion of the two trustee openings beginning 2023 at the November 2022 meeting.
- E. Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy –Per Andre Mento 1) Dean has software for meeting room management under control, 2) MMullen recommends exterior signage the committee supports moving ahead, and 3) the committee will remain in force until after the new building is fully operational.
- 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 7:46 pm a motion was made to go into closed session by AMento, seconded by INegin. All vote in favor, none opposed. Motion carries unanimously. At 7:58pm a motion was made to go out of closed session by AMento, seconded by INegin. All vote in favor, none opposed. Motion carries unanimously.

12. NEW BUSINESS

- A. 2021 Audit –see earlier comments under Finance Committee.
- B. Lisa Walsh, Mural for the new library – LWalsh did not attend the meeting, however the mural draft to be painted in the children's section was shown. MMullen noted that the work will begin as soon as the library move commences.
- C. Process for the Personnel Committee – PThomsson outlined the search process for the new library director. The position description will be posted on several public sites in the next week. She and KVenanzi will review the resumes received on an ongoing basis and in consult with DCarroll will conduct first round interviews. Second round interviews will include other trustees. The goal is to have a new Director on board by November 15.

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D. Cranbury Day, September 10th – Trustees will be asked to volunteer and a schedule will be circulated shortly. There are plans for a StoryWalk® around the new building.

13. CORRESPONDENCE – MMullen read aloud a letter from a Cranburian thanking the library staff for their very good work in the past year.

14. OPEN DISCUSSION PERIOD – none.

15. ADJOURNMENT – At 8:23 pm motion to adjourn by AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.