

CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, October 13, 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	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	

3. CONSENT AGENDA -

- A. Action on the minutes of the 9/8/22 and 10/03/22. Motion to approve AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.
- B. Action on Bills List for month ending 09/30/22. Motion to approve INegin, second AMento. All vote in favor, none opposed. Motion carries unanimously.

4. TREASURER'S REPORT: per submission. The few questions asked about gifts, delivery services, and building operations were answered satisfactorily by MMullen.

5. PRESIDENT'S REPORT: - per submission. KVenanzi noted her appreciation for the work PThomsson performed to hire the new library director. KV also requested that all of the Board members assist in mentoring the new director and her onboarding. Finally, she emphasized the need to commence succession planning in 2023 of our trustee slate to include consideration of "EDI" in our recruitment. MFerrante suggested there be an opportunity at the 11/19 grand opening for attending Cranburians to submit their names for volunteer roles and offer expertise for programming.

6. DIRECTOR'S REPORT: MMullen – per submission. MMullen noted 1) the Township building inspector approved moving into the building and the parking lot will be completed on or about Wed, 10/19, 2) we are looking to donate unneeded, excess office furniture, and 3) the actual percentage completion of the building project will be known when the September invoice is received from the builder.

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- 7. TECHNOLOGY LIBRARIAN REPORT:** per submission. KVenanzi commended DKlimek for his technology assistance for the Women's Club Candidate Night on Tuesday, October 11th. MMullen noted that DKlimek is on top of all tech orders and installations for the new building and that he works closely with MBerkowsky.
- 8. REPRESENTATIVES' REPORTS:**
- A. Township Representative: MFerrante – noted 1) a Cranbury 325th Anniversary celebration will be at the Cranbury Inn later this month and 2) a signage review has been initiated.
 - B. Cranbury School Representative – EBossard –noted 1) all is well with Cranbury School at the midpoint of the first term, 2) the new administrators have been meeting the public and morale is good, 3) the construction of the auxiliary gym is going well and updates are on the school website, and 4) the school has undertaken an effort to enroll all Cranbury residents who do not have children in the school in the "Cranbury Connect" system to know of school events, etc.
 - C. Cranbury Public Library Foundation Rep: PThomsson–noted that 1) there are 94 acceptances to the donor gala so far and calls are into folks who have not yet RSVPd and 2) job assignments for Library and Foundation trustees have been communicated. MFerrante spoke on behalf of Jen Diamond and reported that she is sending an arial photo of each donor's brick along with a letter of thanks to the individual/family and a reminder to attend the 11/19 grand opening. AMento asked about name tags for the donor gala and opening day. At this time name tags will be provided for the opening day event.
- 9. TRUSTEE COMMITTEE REPORTS**
- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll –PThomsson – discussion under closed session.
 - 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 – MMullen noted that KLehr is working on a revision of a circulation policy in light of our membership in LMXAC. The new policy will be presented at the November Board Meeting.
 - 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 - none
 - F. Community Engagement Committee: Chair –Dave Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilynn Mullen –DCarroll noted the success of Lions Club of Cranbury 90th Anniversary and attendance by several trustees.
- 10. OPEN DISCUSSIONS PERIOD** – Pramod Chivate, Cranbury resident, first thanked the Board for the new library and then made a request to have the new library open on Sundays. He emphasized that he regularly uses other town libraries on Sundays.
- 11. OLD BUSINESS –**
- A. Ramp Removal – SGolisano of CHPS will take the ramp after the library vacates 30 N. Main. FDennehy reported that our attorney recommends that the transaction not be recorded as a gift, but rather a transaction in consideration of financial sum. A formal document is being prepared.
 - B. Artist Gift – KVenanzi reported on her discussions with the Policy Committee and noted

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that all recommended that the gift of artwork not be accepted in light of the criteria established for gift acceptance. The motion to not accept the art as a permanent gift was made by INegin and seconded by AMento. ROLL CALL: KV, IN, AM, PT, DC, FD, MF, EB all yea. None opposed. The motion carries unanimously.

- 12. CLOSED SESSION** – Discussion of potential legal issues for the Cranbury Public Library and personnel matters. At 7:41 pm a motion was made to go into closed session by INegin, seconded by FDennehy. All vote in favor, none opposed. Motion carries unanimously. At 7:48pm a motion was made to go out of closed session by AMento, seconded by INegin. All vote in favor, none opposed. Motion carries unanimously.

13. NEW BUSINESS

- A. Personnel – “Onboarding” – PThomsson announced the hiring of Brooke Basista as the new Cranbury Library Director. She will start on Monday, November 14th. She will also attend the Donor Gala with her husband on November 3rd.
- B. The MOVE – see discussion under Director report.
- C. Next BOT meeting – It will be in-person on Thursday, November 10th at 7pm in the new library building, Meeting room 3.
- D. 2023 Calendar – MMullen presented the calendar and hours of operation. There was considerable discussion about scheduling Sunday hours. A motion is made to approve the 2023 calendar and hours of operation to include Sundays noon-4 pm beginning January 2023 by MFerrante, seconded by INegin. Seven vote yea, none opposed, PT abstains. The motion carries.

- 14. CORRESPONDENCE** –MMullen received a letter of thanks from Kelly Lavery for the Library's participation in the “Art in the Park” event.

- 15. OPEN DISCUSSION PERIOD** – FDennehy asked about insurance coverage for the new building. MMullen will notify the Township Administrator that the new building needs to be accounted for in the Township's insurance program. PThomsson noted that per NJ State Library Law the library is not permitted to use a credit or debit card for purchases, but rather a procurement card is to be used. The matter is referred to the Finance Committee for study.

- 16. ADJOURNMENT** – At 8:21 pm motion to adjourn by DCarroll, second MFerrante. All vote in favor, none opposed. Motion carries unanimously.