

# CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, December 08, 2022 7:00 p.m.

Cranbury Public Library, Meeting Room 3

**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 1, 2022 notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted on the Public Library website.

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

Kirstie Venanzi, President - present	Ira Negin –present
Andre Mento, Vice President – present	David Carroll - present
Patty Thomsson, Secretary – present	Fred Dennehy - absent
Dave Fletcher, Treasurer – present	
Mike Ferrante, Mayor's Representative – present	
Emma Bossard – Representative for Chief School Administrator- present	

Also present:  
Marilynn Mullen, CPL Director  
Brooke Basista, Incoming CPL Director

**3. CONSENT AGENDA -**

- A. Action on the minutes of the 11/10/22. Motion to approve AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.
- B. Action on Bills List for month ending 11/30/22. Motion to approve AMento, second INegin. All vote in favor, none opposed. Motion carries unanimously.

**4. TREASURER'S REPORT:** per submission.

**5. PRESIDENT'S REPORT:** - none

**6. DIRECTORS' REPORTS:** MMullen – per submission. MMullen noted all the library statistics are moving in a positive direction. BBasista gave her first director report and highlighted the new statistics that will be tracked monthly. She also reported on her meeting with the Cranbury School CSA and plans for collaboration. Asked about the CPLibrary retaining copies of Cranbury School textbooks, she answered that this holding is not necessary due to the textbook digitization by the School.

**7. TECHNOLOGY LIBRARIAN REPORT:** per submission.

**8. REPRESENTATIVES' REPORTS:**

- A. Township Representative: MFerrante – reported on the service agreement the Township has reached with the Cranbury Volunteer Fire Department and will make official on 12/12/22.
- B. Cranbury School Representative – EBossard –noted 1) the eagerness of the new CSA to work with the CPL and 2) that she will remain the Cranbury School Board representative to the CPL for 2023.
- C. Cranbury Public Library Foundation Rep: PThomsson–reported that the Foundation Board will hold its annual meeting on 1/9/23 and that there will be a new officer slate as well as several board openings the Foundation is looking to fill. KVenanzi and MMullen will roll off the Foundation Board and be replaced by AMento and BBasista as ex-officio directors.

**9. TRUSTEE COMMITTEE REPORTS**

- A. Personnel: Chair–Patty Thomsson, Kirstie Venanzi, David Carroll –PThomsson –see 2023 Budget under new business.
- B. Finance: Chair- Dave Fletcher, Andre Mento, Ira Negin, David Carroll – see 2023 Budget under new business.
- C. Policy and Planning: Chair– Ira Negin, Kirstie Venanzi, Patty Thomsson, Fred Dennehy –

## **CRANBURY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

Services Agreement with Cranbury Township will be reviewed first by P&P committee.

- D. Nomination and Elections: Chair– Andre Mento, Dave Fletcher – New officers for 2023 as follows: AMento, President; KVenanzi, Vice President; INegin, Treasurer. DFletcher will end his term as Library Board Trustee so there is one opening to fill. KVenanzi noted that any other Board member who would like to end his/her term of service before the term expires should let her (and AMento) know during 2023. See Board Secretary 2023 under new business.
- E. Special Facilities Development/Task Force: Chair – Kirstie Venanzi, Andre Mento, David Fletcher, Fred Dennehy – It was noted that the TCO issued on 11/18/2022 allows for last 5% of remaining grant funding to be applied for.
- F. Community Engagement Committee: Chair –Dave Carroll, Patty Thomsson, Mike Ferrante, Dave Fletcher, Marilyn Mullen –PThomsson noted that there will be ongoing coordination with the Foundation in 2023.

### **10. OLD BUSINESS**

- A. Staffing including Sunday opening – MMullen and BBasista noted that the proposed 2023 budget includes personnel staffing increase costs for one fulltime and two part-time staff members. A current part-timer will become the full-time children's librarian. The two part-timers will be hired within the next two months with the official job posting on several sites by Monday, December 19<sup>th</sup>. Sunday hours will be a stated requirement in the job posting. A recruitment update will be provided at the January 12, 2023 Board meeting.

### **11. CLOSED SESSION –** Discussion of potential legal issues for Cranbury Public Library and Personnel matters -none

### **12. NEW BUSINESS**

- A. Township – memo of understanding – see discussion under Policy & Planning
- B. Board Secretary for 2023 – PThomsson is stepping down after 3+ years and she suggested that the position rotate among Board members. MFerrante agreed to serve as temporary Secretary for January-March 2023.
- C. Draft Budget 2023 – DFletcher and MMullen highlighted the two large budget item increases for 2023: personnel (see discussion under new business) and building operations (with an offset elimination of rent cost). The Finance Committee made a motion to approve the proposed 2023 budget, KVenanzi seconded the motion. ROLL CALL: KV, AM, DF, PT, IN, DC, EB, MF all vote yea, none opposed. Motion carries unanimously.

### **13. CORRESPONDENCE** –MMullen and KVenanzi received a note of congratulations on the new Cranbury Library from LWagner, Monroe Library Director.

### **14. OPEN DISCUSSIONS PERIOD** –DFletcher motioned for a yearend gift from the CPLibrary to each of the CPL staff members to recognize their 2022 service in moving to and opening a new building. KVenanzi seconded the motion. ROLL CALL: DC, AM, DF, IN, EB vote yea, MF and PT vote no, KV abstains. With five yeas, the motion carries.

### **15. ADJOURNMENT** – At 8:29 pm motion to adjourn by INegin, second AMento. All vote in favor, none opposed. Motion carries unanimously.