

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING –
Thursday, March 22, 2018

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:04 PM in the Cranford Community Center.

Present:

Trustees: Pat Pavlak, Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Judy Panagakos,
Joe Starkey, Susan Burke, Commissioner Giblin

Staff: Michael Maziekien, Judy Klimowicz

Absent: Kate Rappa,

Open Public Meeting Announcement:

President Patricia Pavlak, stated that the requirements of the New Jersey Open Public Meeting Law had been satisfied by the notification of the *SUBURBAN NEWS*, *THE UNION COUNTY LOCAL SOURCE*, the *WESTFIELD LEADER*, and the office of the Township Clerk of the date, time and place of the meeting and by posting the same information in the Cranford Public Library.

Minutes of the Previous Meeting:

A motion was made by Joe to accept the minutes of the previous regular meeting. The motion was seconded by Ann. Members of the board that were present all voted yes to accept the minutes as presented.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat noted that her report coincides with the Director's report.

DIRECTOR'S REPORT:

Circulation is down compared to last year at this time, probably due to days closed due to storms. The Library lost power during the storm at the beginning of the month, but the Wi-Fi continued to function. The Community Center has a generator, but does not have the power capability to include the Library in its use. Michael will pursue grant opportunities for a generator if they come available.

The popular Cranford Archives service was down for a time period due to the storm. Michael answered Judy's questions regarding building a favorite list on the library website.

Michael reported that the library had a "ransomware" attack. No patron data was compromised

and no “ransom” was paid. The server needed to be rebuilt.

There was an incident of abusive behavior witnessed by a library employee. Michael was notified who in turn, notified the Cranford Police Department and the appropriate state agency Hotline. Michael commended the employees in the children’s room for their professionalism and for appropriately handling the incident and he reminded all staff that if there is a suspicion of abuse they must immediately notify their supervisor.

There is now a sign on the checkout desk reflecting the library accepts donations year round for the Friend’s Book Sales.

It was noted that arrows need to be repainted in the parking lot, Commissioner Giblin suggests calling the Police Traffic bureau for assistance.

Michael has invited the township committee to visit the library and see firsthand the proposed expansion. The township committee is still hearing proposals for their capital expenses budget. Michael will have an allotted time (8:40pm) to present our proposal at the workshop meeting Monday, March 26 in Room 108. All Board members are invited to attend. He will have copies of our complete proposal for each commissioner and a one page “fact sheet” summarizing the project. Much discussion was had on the many reasons for the expansion including, the inability to host programs due to lack of space, the overcrowding of the collection, the lack of electrical outlets, underserving our young population and ADA compliance. Pat suggested a letter writing campaign to support our expansion project by the public sent to the township committee.

TREASURER’S REPORT:

Judy reported that she had reviewed the bills and all were in order. Joe made a motion to approve the bills. The motion was seconded by Wayne. All board members present voted by roll call to pay the bills as presented.

COMMITTEE REPORTS:

Finance:

All in order

Building & Grounds:

Susan reported the Library building had a power outage in the storm at the beginning of the month.

Personnel:

No report

Grants & Gifts:

No report

Liaison to the Friends of the Library:

Ann discussed the expansion project at their meeting. The Friends approved Michael’s program

requests and the purchase of museum passes to The Children's Museum of Manhattan. Their Book Sale is this week, although closed one day due to the snow day. Their scholarship application process is open. A fundraiser will be held on May 10 at the German Club in Clark.

Policy:

Wayne noted that our policy regarding abusive behavior must include toward adults as well as children

Public Relations:

Michael provided all board members with a list of notices he had sent out and mentioned in his report the recent communications concerning library events and news.

Long Range Planning:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Michael recommends adding a firewall to improve our cyber security. Currently the public and staff are on the same network. It is suggested that the network be segregated to protect patron data. The hardware and configuration, with a 3 year license, is \$2,050. Judy made a motion to incur this expense, Wayne seconded and all present voted yes.

Cranford Township staff will assist our employees to learn laser fiche for our digitalization purposes

Michael will pursue safety training for library employees regarding mental health awareness and physical safety training to protect our patrons and staff. NJ State offers Mental Health First Aid Training. There is funding available through grant opportunities.

ADJOURNMENT:

Joe made a motion to adjourn. The motion was seconded by Susan. The meeting was adjourned at 8:22pm.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, April 26 at 7:00pm in the Cranford Public Library.