

**Cranford Public Library Board of Trustees**  
**Regular Meeting – November 29, 2018**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President Pat Pavlak at 7:10 PM in the Cranford Public Library.

**Present:**

Trustees: Susan Burke, Dr. Wayne Hayes, Pat Pavlak, Kate Rappa, Joe Starkey,

Staff: Michael Maziekien, Judy Klimowicz

**Absent:**

Ann Darby, Commissioner Patrick Giblin, Arline McCloskey, Dr. Beth Rees

**Open Public Meeting Announcement:**

President Pat Pavlak stated that the requirements of the New Jersey Open Public Meeting Law had been satisfied by the notification of the *THE HOME NEWS and TRIBUNE*, the *SUBURBAN NEWS*, *THE UNION COUNTY LOCAL SOURCE* 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:**

Pat noted that Ann Darby's name had not been included under those absent at the meeting. Also, the Building and Grounds report was out of order, possibly due to a cut and paste issue. With those changes, Wayne moved, and Joe seconded, approval of the minutes.

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT:**

None.

**DIRECTOR'S REPORT:**

Michael reported that online activity was overall a bit higher. Pronunciator has been low despite a marketing push which only resulted in a brief spike in activity. He recommends discontinuing this subscription, especially since Rosetta Stone is now provided by the state Library. The Board was in agreement. Michael has had trouble getting statistics from Corfacts. He will discuss with reference and children's what databases seem to be most valuable and used. Digital activity and social media hits continue to grow. Michael would like to draw more attention to the innovative programs provided by the Children's and YA Departments. The weather has impacted attendance on adult programs this month. We are continuing the Theater Project and Mental Health Players.

**TREASURER'S REPORT:**

Joe reported the bills in order. Susan moved, and Wayne seconded, the approval of bill payment.

## **COMMITTEE REPORTS:**

### **Building & Grounds:**

None.

### **Finance:**

Michael reported that he had placed an order for Quick Books, which he and Lise will start using in the New Year.

### **Personnel:**

Michael has been in contact with the Community Center to see if they could provide coverage for Jeff while he takes a short leave. We have a new Children's desk assistant who is picking up hours other staff members have dropped.

### **Grants & Gifts:**

None

### **Liaison to Friends of the Library:**

The Friends' meeting was cancelled for November due to inclement weather. The next book sale will be held January 9-12. Their membership drive starts in January.

### **Policy:**

None.

### **Public Relations:**

Included in Michael's report.

## **NEW BUSINESS:**

Michael reported that the staff has requested an extra \$60 in petty cash be placed in the safe for Saturdays so that change can be made. The Board concurred.

Michael explained that any surplus budget at the end of the year can be reserved up to 15% of the operating budget (any amount left larger than this reverts to the Township). This surplus can be reserved for capital improvements. Michael expects that there will be around \$75,000 left this year, and he would like a resolution at the next Board meeting to reserve this amount.

Regarding the 2019 budget, our 1/3 of a mil went up another \$36,000, plus we do not anticipate having the kind of terminal pay we had this year. Michael recommends providing the same raise to all administrative and non-union personal as the union members will receive, including one staff member who has been frozen at the top of their range for several years. Michal also added to the professional development budget.

There is some question about whether we should be using the outside professional services budget line for maintenance and repair. He discussed change to other budget lines and noted some are dependent on the Township.

Michael presented the suggested 2019 holiday schedule. Wayne moved, and Susan seconded, approval of the schedule as presented.

### **STRATEGIC PLAN**

Pat described the planning that went into the proposed Strategic Plan. Michael then discussed the plan section by section. He noted the low number of membership compared to population and questioned his confidence in that number. He reviewed the goals and objectives and the plan for sustaining and monitoring progress. He hopes the Board will vote to approve the plan at their next meeting.

### **ADJOURNMENT:**

Joe moved, and Susan seconded, to adjourn at 9 PM.

The next meeting date will be December 20 at 7 p.m. in the Library Raddin Room.

Respectfully submitted,

Judy Klimowicz  
For Arline McCloskey, Secretary