

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, March 25, 2021

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:05 PM via Zoom

Present:

Trustees: Pat Pavlak, Arline McCloskey, Beth Rees, Mai Reitmeyer, Kate Rappa, Susan Burke, Matthew Jackson,

Staff: Michael Maziekien, Judy Klimowicz

Absent: Mayor Kathleen Miller Prunty, Wayne Hayes

Members of the Public: None

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 *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 and the Zoom link on the front door of the Cranford Public Library and on the Library website.

Zoom Link:

The next monthly meeting of the Cranford Public Library Board of Trustees will be held via the Zoom teleconferencing platform at 7:00 pm. All members of the public are welcome to attend by clicking the link below and entering the password 224226, or dialing (646) 876-9923 and entering the Webinar ID 883 7584 6385 and the password 224226.

Click here to

join: us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09

Minutes of the Previous Meeting:

Kate made a motion to accept the January minutes, seconded by Susan. Members of the Board that were present at the February meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

The financial disclosure report requested by the Cranford Township clerk must be completed by April 15.

DIRECTOR'S REPORT:

Circulation and database usage is following set pattern. The Library plans to restore partial in person usage on April 15. Also looking to restore remote printing and will encourage the use of online catalog app.

Michael noted that 60% of the staff have received their first vaccination and they have been proactive helping to acquire appointments.

Overdue notices will be sent out to those who have materials outstanding from 2020.

As internet usage increases in the library, Michael feels there is enough bandwidth. A Board member suggested that staff promote the use of a children's librarian matching materials with patron's interests.

Michael is looking to have local volunteer organizations that have an impact on our community hold virtual session to explain their program, Pat suggesting the Community Food Bank

ASSISTANT DIRECTOR REPORT:

Lauren is looking into other databases to replace those with minimal/no usage.

Judy held a virtual Storytime.

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Matt made a motion to pay the bills, Beth seconded. A roll call vote was held and all present voted "yes" to pay the bills.

COMMITTEE REPORTS:

Audit:

No report

Finance:

Matt presented a resolution:

BE IT RESOLVED by the Board of Trustees of the Cranford Public Library at a meeting held March 25, 2021 that the Treasurer be, and hereby is, authorized to utilize Investors Bank as depository;

and BE IT FURTHER RESOLVED that the funds of the Cranford Public Library deposited in the Investors Bank at [105 North Avenue West, Cranford, New Jersey 07016](#) be subject to withdrawal upon checks signed by any of the following officers: Library Director Michael Maziekien, Assistant Director Judith Klimowicz, Board of Trustees President Patricia Pavlak.

Kate seconded, and a roll call vote was held, all members present voting “yes”. The motion passed unanimously.

A Coin Rolling machine will be purchased.

Building & Grounds:

Beth, Michael and Pat met to discuss the Grant application. The Library was able to see how it scored in the rubric obtained from the State and are analyzing the results to update the areas scored highly.

The Library is looking to hold programs outside in local parks or in a municipal lot as the weather improves.

Personnel:

Potential negotiations will begin in the near future

Grants & Gifts:

No report

Liaison to the Friends of the Library:

The group will continue to fund requested programs. They are hopeful to have a modified Book Sale in June with registration required. They have given out 500 bags of free books from their cart located within the building’s vestibule, and donated to other sources including Free Little Libraries. They will be offering a scholarship again. The membership drive initial mailing has been sent out.

Policy:

No report

Public Relations:

Notices of events are being sent to usual sources.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

OLD BUSINESS:

Pat announced that 2 committees have been formed

- By-Laws: Patt/Matt/Mai
- Strategic Plan: Wayne/Pat/Susan/Michael/Judy

The goal is to have a new Strategic Plan by the end of the calendar year.

ADJOURNMENT:

Matt made a motion to adjourn. The motion was seconded by Susan, all Board members present voted in favor. The meeting was adjourned at 8:18 PM.

Respectfully submitted,

Arline McCloskey

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Secretary