

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, July 22, 2021

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:02 PM via Zoom

Present:

Trustees: Pat Pavlak, Arline McCloskey, Beth Rees, Mai Reitmeyer, Wayne Hayes, Kate Rappa, Susan Burke, Mayor Kathleen Miller Prunty
(Mayor Prunty joined meeting in progress at 7:35pm)

Staff: Michael Maziekien, Judy Klimowicz

Absent: Matthew Jackson

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.

Webinar link:

<https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09>

Passcode: 224226

Or One tap mobile :

US: +13126266799,,88375846385#,,,,*224226# or
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253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 883 7584 6385

Passcode: 224226

International numbers available: <https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09>

Minutes of the Previous Meeting:

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

PUBLIC COMMENTS:

None

COMMUNICATIONS:

Michael received an inquiry from a patron about the mask wearing policy by children within the library. Michael shared the latest CDC/state guidance with the patron that has determined the library's decisions. Judy noted there have been no complaints regarding the safety protocols during children's programs and the children's room remains busy. After discussion, the Board agreed to keep the current policy in place, monitoring CDC guidance and adjusting accordingly.

PRESIDENT'S REPORT

Pat noted the recent emergency which required an evacuation of the library building was handled calmly and professionally by the staff.

DIRECTOR'S REPORT:

Michael gave credit to the staff for quickly evacuating library patrons and personnel from the building during the recent emergency.

Michael is working toward transferring monthly reports to Google Drive.

Databases which have shown minimal/no usage for many months have not been renewed. These include Pebble Go and Facts on File. A subscription to a magazine database is being explored with the available funds.

The library will be closed on Wednesday for a staff Inservice day. There will be staff meetings in the morning. The afternoon will consist of training in AED defibrillator use. There are currently 3 in the building. The Friends will offer training to their members

Children's programs are popular this summer.

Some online programs will transfer to in person. Announcements of programs will be through our social media sources.

ASSISTANT DIRECTOR REPORT:

Covered in Director's report

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Michael noted there is a small discrepancy which will be resolved by next month. Susan made a motion to pay the bills, Wayne seconded. A roll call vote was held and all present voted "yes" to pay the bills.

COMMITTEE REPORTS:

Audit:

No report

Finance:

The auditor is at the library this week

Building & Grounds:

The basement room is being transformed into extra space for staff to prep for programs

Two trees needed to be removed. Both trees were planted in memory of a Cranford citizen. The plaques memorializing the trees have been removed and will be used inside the library building. Pat noted that Cranford is committed to planting a tree whenever one needs to be taken down. The DPW is looking into planting 2 additional trees somewhere in town.

An HVAC fan motor needs to be replaced from the first-floor unit.

A light switch will be relocated from the current breaker box position

The DPW has fixed the parking lot lights

The telephone outage issue has been resolved.

Personnel:

Two new clerical assistants and the new head of reference have been hired.

A front desk assistant position is available.

From this point on, the role of library pages will be replaced by clerical assistants.

Contract negotiations are proceeding.

Grants & Gifts:

Marie Mastorakis gifted \$500 to the library.

Liaison to the Friends of the Library:

There are no scheduled meetings during the summer. The August book sale will require registration for a shopping time slot. The popular bag sale will occur on the last day.

They are accepting donations on Tuesdays/Thursdays.

Policy:

Previously discussed

Public Relations:

Notices of events are being sent to usual sources.

By Laws:

Committee has met and there will be no major changes. They will present the updated By Laws to the Board at the August meeting.

Strategic Plan:

The current Strategic Plan is on the library website. Wayne suggested a Zoom committee meeting to discuss a time frame and create a checklist

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Board members were in agreement to continue meeting via Zoom. Pat reminded members that the NJ Library Trustee Association on July 28 will present “Library Boards and the New Jersey Open Public Meeting Law”. Pat has emailed the registration Zoom link.

ADJOURNMENT:

Kathleen made a motion to adjourn. The motion was seconded by Wayne, all board members present voted in favor. The meeting was adjourned at 8:04pm

Respectfully submitted,

Arline McCloskey

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Secretary

