

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Wednesday, November 18, 2020

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

Present:

Trustees: Pat Pavlak, Wayne Hayes, Arline McCloskey, Beth Rees, Ann Darby,
Kate Rappa, Susan Burke, Matthew Jackson,

Staff: Michael Maziekien, Judy Klimowicz

Absent: Kathleen Miller Prunty

Members of the Public: None

Open Public Meeting Announcement:

President Pat Pavlik, 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:

<https://us02web.zoom.us/j/87918180863?pwd=L1FTUIJDRm1XWnEzTGtTQkVoZVB1QT09>
or, alternatively, call 1 646 876 9923 and enter

Webinar ID: 879 1818 0863

Passcode: 224226

Minutes of the Previous Meeting:

Matt made a motion to accept the October minutes, seconded by Wayne. Members of the board that were present at the October meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat, with disappointment, reported that we did not receive the construction grant in the first round of funding. She thanked Michael and the staff for their work on the application and remains optimistic for the second round of funding.

DIRECTOR'S REPORT:

Michael reported that digital circulation remains very high

Online applications for library cards are unprecedented due to the school district promotion. The majority of applications were for Cranford students and their families.

Michael will investigate if the number of days to quarantine materials can be decreased.

The YA Librarian is writing a NJ Council for Humanities grant to potentially pay for a Diversity Consultant.

The phased in reopening plan is moving forward as planned and these steps have occurred since the last meeting:

- Public access to areas of the library, including new collection (4 hours per day)
- Interlibrary loan delivery service
- Expanded Grab & Go materials for patron craft activities
- Programs via Zoom
- Loan of mobile hot spots
- Limited notary services

Because of the increased reporting of positive Covid cases, Michael requested the Board to allow him to make the decision to pull back on services, in particular patron browsing within the building, and in person services. This will be determined by following the lead of Union County libraries, Governor's office messages, township offices and schools' recommendations. Michael will confer with Pat.

The Board agreed to let Michael and Pat assess the situation and change services as deemed necessary.

ASSISTANT DIRECTOR REPORT:

The Grab & Go craft activities continue to be extremely popular

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Ann 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:

Copies of the annual Audit Report are available at the Library to be picked up by Board members

Finance:

No report

Building & Grounds:

There were 129 applications for the NJ Construction Bond grant and 38 were granted in the first round. A second round will be announced in Spring 2021. Michael intends to reapply with an improved proposal. He is looking at the grants that were awarded to amend our application. It appears many of the grants were given to libraries for ADA compliance projects and those serving a diverse community. Michael has informed the Township about the results and his plan to reapply.

Pat noted that the number of applications reflect a need for libraries to have access to funding for capital expenses they are not able to fund in their annual budgets.

Personnel:

Ron Gorda is retiring as of November 30 from his position as Reference Librarian. Michael recommends waiting until next year to fill the position.

Grants & Gifts:

Stacey Shapiro, YA Librarian, is writing a NJ Council for Humanities grant (\$6,500) to pay for a Diversity Consultant.

Liaison to the Friends of the Library:

No report

Policy:

No report

Public Relations:

Michael is gradually sending out press releases to usual sources as not to overwhelm the public and staff. Social media responses have been positive.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Will discuss 2021 holiday closing schedule next month

OLD BUSINESS:

None

ADJOURNMENT:

Ann made a motion to adjourn. The motion was seconded by Susan. All Board members present voted in favor. The meeting was adjourned at 8:20 PM.

The next meeting will be via Zoom on **Wednesday**, December 16, 2020

Respectfully submitted,

Arline McCloskey

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Secretary