

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Tuesday, November 16, 2021**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:01 PM via Zoom

**Present:**

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

Staff: Michael Maziekien, Judy Klimowicz

**Absent:** Mayor Kathleen Miller Prunty, Wayne Hayes

**Members of the Public:** none

**Open Public Meeting Announcement:**

President Pat Pavlak opened the meeting with:

“Pursuant to the Open Public Meetings Act, notice of the meeting has been given at least 48 hours in advance to the Suburban News, the Union County Local Source, the Westfield Leader, posted on the Cranford Public Library Website, posted on the front door of the Cranford Public Library and filed with the Township of Cranford Clerk. The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.”

The next monthly meeting of the Cranford Public Library Board of Trustees will be held via the Zoom teleconferencing platform at 7:00 pm on Tuesday, November 16, 2021. This meeting has been scheduled early this month to avoid conflicts with the Thanksgiving holiday. To attend, please click the link below and enter the password 224226, or dial (646) 876-9923 and enter the Webinar ID 883 7584 6385 and the password 224226.

Click here to

join: [us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09](https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09)

**Minutes of the Previous Meeting:**

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

**PUBLIC COMMENTS:**

No members of the public in attendance

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

Pat announced that a decision has been made on the construction bond recipients, and the announcement will be made by the Governor's office

**DIRECTOR'S REPORT:**

Circulation is at 2//3 % and is steadily increasing. The first in person concert program held in the Community Center at ½ capacity, mask required.

The Garlic Rose delivered lunch to library staff compliments of Flag for Cranford group

The Garden Club of Cranford is attending to the entry area.

Michael is working on the 2022 Budget

A grad student intern is digitally archiving the Burditt Index, which is a newspaper sourced history of Cranford Township events and people.

**ASSISTANT DIRECTOR REPORT:**

Staff is keeping busy and there continues to be cross training of job responsibilities

**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:**

Covered in New Business

### **Building & Grounds:**

Michael showed a photograph of basement duct work which is falling down. A technician will look at the area this week Pat noted that the building's age necessitates planning for future capital expenses.

### **Personnel:**

No report

### **Grants & Gifts:**

No report

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

No report

### **Policy:**

No report

### **Public Relations:**

Notices of events are being sent to usual sources.

### **By Laws:**

The revised By Laws have been placed on the library's website

### **Strategic Plan:**

Work is ongoing to obtain more public input.

### **UNFINISHED BUSINESS:**

None

### **NEW BUSINESS:**

- Library closures due to 2022 holidays will include the usual and December 24 and 26. Will close early on December 31. The Juneteenth holiday will coincide with township closure decision.
- A nominating committee was formed: Beth, Matt, Mai and Susan. They will present the new slate of officers at the January meeting
- After discussion, the Board determined that library fines should be eliminated. Michael agreed that it is the right course of action, and Pat noted that libraries that have eliminated fines have seen an increase in circulation. This revised fine policy- excluding museum passes and mobile hot spots- will begin in 2022

- Phased Reopening Update: The library will continue Grab & Go until the end of 2021. The area of book shelves inside the front door will be eliminated. The paper bags will no longer be used, and holds will be held behind the circulation desk.
- Patron privileges will be extended to Springfield library patrons as their building is still compromised from flooding.

**OLD BUSINESS:**

None

**ADJOURNMENT:**

Beth made a motion to adjourn. The motion was seconded by Susan, all Board members present voted in favor. The meeting was adjourned at 7:58 pm

Respectfully submitted,  
*Arline McCloskey*  
Arline McCloskey  
Secretary