

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Thursday, November 16, 2022**

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

**Present:**

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

Staff: Michael Maziekien, Judy Klimowicz

**Absent:** Commissioner Mary O'Connor (excused)

**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 Star Ledger, the Union County Local Source, and 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.”

**Minutes of the Previous Meeting:**

Matt made a motion to approve the October meeting minutes, Wayne seconded. All present at the October meeting approved the minutes.

**PUBLIC COMMENTS:**

No comment

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

None

**DIRECTOR'S REPORT:**

Michael thanked Judy for giving the Director's report at the October meeting. There has been a major increase in patrons placing holds. Michael will apply to the county for available funding to defray the cost of the new services. Due to significant onetime expenses this year, there are not sufficient funds to add to the

capital fund budget. The anticipated boiler replacement should be planned for as a future capital expense.

**ASSISTANT DIRECTOR REPORT:**

Covered during Director's report

**TREASURER'S REPORT:**

The treasurer reviewed the bills, and all are in order. Beth made a motion to accept the October bills, Susan seconded. A roll call vote was held and all present voted "yes" to approve the October bills

**COMMITTEE REPORTS:**

**Finance:**

A letter has been drafted to send to the township committee concerning the request of what is included as a result of the annual payment by the Library to Cranford Township. The letter will come from the entire Board. The current payment owed has been included in the budget

Each Board member received a copy of the completed audit, which shows finances are in order.

The state funding increase allows for increased costs of personnel and utilities.

**Building & Grounds:**

No report

**Personnel:**

New personnel have been hired to fill openings. Job titles will be streamlined prior to negotiations.

**Grants & Gifts:**

None

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

No report

**Policy:**

No report

**Public Relations:**

The Library is participating in Cranford's Scarecrow Stroll

**By Laws:**

No report

**Strategic Plan:**

Redesign of the Library website is being explored. It was suggested that the building be looked at to develop a priority list of improvements

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Michael will present a holiday closing list for next meeting

**OLD BUSINESS:**

None

**ADJOURNMENT:**

Mai made a motion to adjourn the meeting, Wayne seconded. The meeting was adjourned at 7:53 pm

Respectfully submitted,

***Arline McCloskey***

Arline McCloskey

Secretary

