

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, January 27, 2022

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:12 PM via Zoom

Present:

Trustees: Pat Pavlak, Arline McCloskey, Mai Reitmeyer, Matthew Jackson, Susan Burke, Beth Rees, Kate Rappa, Commissioner Mary O'Connor (7:50 PM)

Staff: Michael Maziekien, Judy Klimowicz

Absent: Wayne Hayes (excused)

Members of the Public: one member/anonymous

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.”

Zoom Link:

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

Minutes of the Previous Meeting:

Beth made a motion to accept the December minutes, seconded by Susan.

Members of the Board that were present at the December meeting all voted yes to accept the minutes.

PUBLIC COMMENTS:

One member of the public in attendance to observe proceedings

COMMUNICATIONS:

Received renewal for Library Trustees Foundation.

Letters of appreciation are being sent to Board members by a library staff member.

PRESIDENT'S REPORT

Pat thanked the library staff and Board for a successful 2021 despite all of the challenges

DIRECTOR'S REPORT:

Circulation statistics are steady. Surprisingly, Cranford Archives has a low usage this month, apparently it is running slowly (as noted in Strategic Plan Survey participants)

Basement duct insulation repair is occurring.

A Capital Request has been prepared to present to the Township Committee at their next meeting in order to have the funds necessary to proceed with the library expansion project. Michael is exploring other funding sources including the Library's Reserve Fund and fundraising with the assistance of the Friends group.

The Library received a NJ Maker Day Grant to purchase oculus VR headsets and assembly. Local merchant, The Breadsmith created sour dough kits for a maker activity

Michael is working with the Clark library to synchronize programs, sharing marketing costs.

An Author visit will take place in February featuring Robyn Gigi.

ASSISTANT DIRECTOR REPORT:

Included in Director's report

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Audit:

No report

Finance:

No report

Building & Grounds:

The boiler needed to be repaired. A broken pipe was discovered that had been emitting a musty odor. There are stained ceiling tiles, the roof will be examined as weather permits.

Personnel:

A new library associate has been hired. The circulation department needs to hire 2 additional employees.

Grants & Gifts:

A donation in memory of Rosalie and Leon Baginski of \$50.00 was received.

Liaison to the Friends of the Library:

The Book Sale time slots are working effectively. Their membership drive is ongoing. The scholarship application has been revised. Unfortunately, the annual staff holiday luncheon was cancelled due to safety protocols.

Policy:

The no fine policy has gone into effect. The staff are working on “cleaning up” patron records.

Public Relations:

Notices of events are being sent to usual sources.

By Laws:

No report

Nominating:

Slate of new officers announced at Annual Meeting earlier in the evening.

Strategic Plan:

There have been 158 responses to the survey. They contained concrete suggestions. The committee will meet next week.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Pat welcomed Mary O'Connor, the Township Committee representative to the Board.

Michael has been researching the feasibility of joining the Libraries of Middlesex Consortium. He presented the benefits of the relationship including interlibrary loan accessibility to a collection of @3 million items and IT assistance. The annual subscription fee is based on circulation and population.

Discussion was held on the proposed membership including the costs, transfer of data time frame, effect on the staff, validation of data once it is transferred.

Michael noted it is not a permanent contract.

Pat suggested looking at the online catalogs of local libraries, such as Roselle and Kenilworth who are currently members of the consortium

Further discussion will be held at the February meeting,

OLD BUSINESS:

None

ADJOURNMENT:

Kate made a motion to adjourn. The motion was seconded by Mary, all Board members present voted in favor. The meeting was adjourned at 8:20 pm

Respectfully submitted,

Arline McCloskey

Arline McCloskey

Secretary

