

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, January 26, 2023

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:15pm at the Cranford Public Library

Present:

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

Cranford Schools Representative: Arline McCloskey

Township Representative: Mayor Brian Andrews

Staff: Michael Maziekien, Judy Klimowicz

Absent: Wayne Hayes (excused)

Members of the Public: None

Open Public Meeting Announcement:

Library Director Pat Pavlak opened the meeting with:

“The requirements of the New Jersey Open Public Meetings law have been satisfied by the notification of the Star Ledger, the Union County Local Source, the Westfield Leader, TV35 and the office of the Township Clerk of the date, the time and the place of the meeting, and by posting the same information on the library website and in the library.

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:

Mai made a motion to approve the December meeting minutes, Kate seconded. All present at the December meeting approved the minutes. Mayor Andrews abstained.

PUBLIC COMMENTS:

No comment

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat welcomed Mayor Brian Andrews to the meeting as the township representative to the library board.

Pat thanked Michael for his above and beyond efforts, in particular overcoming recent challenges, which are a great testament to his commitment to our library during his tenure as library director.

Pat thanked Judy Klimowicz for stepping into the interim director's role until a new library director is hired.

DIRECTOR'S REPORT:

Increases in circulation of the physical and digital collection continue to increase. The Cranford Archives continues to show heavy usage

A representative of the Sons of the American Revolution visited to examine the donated collection which has been stored in our building for many years. The collection is in fragile state and most of the subject matter does not deal with New Jersey. Discussion was held on the best location for the collection and digitizing the 1,300 volumes is a possible solution.

Due to water line issues, trees needed to be removed from the library grounds. These were memorialized plantings. The plaques honoring the individuals were relocated to indoor planters.

Policy procedures were followed to deal with recent juvenile disruptive behavior.

Michael concluded his report with the following highlights from his tenure as library director:

- Restoration of library hours and expansion of Saturday hours
- Mental health first aid training, CPR training, AED training
- Two Strategic Plans and 1 Union Negotiation
- Two renovations: Teen Space and Arts and Crafts Room
- Elimination of library fines
- Restructuring of departments and creation of new leadership positions
- Joining LMxAC Consortium
- Created a comprehensive staged reopening plan: board meetings and virtual programs 1 month after closure, grab and go 3 months after closure, open to the public in 6 months

Numbers: (2018-2021)

- 398,537 visits to the library, an average of 273 visits per day

- 707,566 items checked out, an average of 485 items per day
- 18,429 reference questions answered, an average of 13 questions per day
- 1,137 children, teens and adults participated in Summer Reading Challenges, average 284 per year
- 24,357 uses of public internet computers, an average of 17 uses per day
- 93,574 wireless sessions, an average of 64 sessions per day
- 1,634 programs sponsored, an average of 1.12 programs per day
- 30,142 program attendees, an average of 18 people per program

ASSISTANT DIRECTOR REPORT:

Covered during Director's report

TREASURER'S REPORT:

The treasurer reviewed the bills, and all are in order.

Matt made a motion to accept the January bills, Mai seconded. A roll call vote was held and all present voted "yes" to approve the January bills

COMMITTEE REPORTS:

Finance:

Pat and Matt met with Chef Greko (acting Township Administrator) to discuss the upcoming budget. The Board is still looking for item clarification on the annual township charge.

Building & Grounds:

Michael, Pat, Beth met with Mayor Andrews and Chef Greko (acting Township Administrator) about the building repair list. The capital request to fund the repairs will be brought to the township committee, and other avenues for funding repairs are being explored.

Preliminary quotes for repairs have been received.

Personnel:

Susan read a resolution to promote Victoria Pawlicki to the title of part-time reference librarian. Michael highly recommends the promotion as the employee is a tremendous asset to the staff. Discussion was held and Beth made a motion to accept the resolution, Kate seconded and all present voted in favor.

Grants & Gifts:

The library received a Union County HEART (History, Education, Arts Reaching Thousands) Grant to help offset the cost of the monthly theater project program series. This \$3000 grant, with a match from the Friends of the library, will allow for stipends to be paid to actors and directors - supporting the needs of the local arts community and helping the library meet a goal in the Strategic Plan of providing high-quality interactive programs to the public. Staff members applied and received a \$4,300 grant from the NJ Council of Humanities to fund programs featuring young adult authors.

Liaison to the Friends of the Library:

Mai reported the recent book sale netted \$8,400 profit. The lobby book cart netted \$2,000 in sales. The Friends approved funding for upcoming programs including matching the HEART grant to fund the theater project. The press release for the annual scholarship is ready to distribute. They will combine the staff and volunteer luncheon on a date to be determined. Large print books are being donated to Atria Assisted Living. The annual membership mailing campaign has begun.

Policy:

No report

Public Relations:

There has been good press coverage of events

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

OLD BUSINESS:

None

ADJOURNMENT:

Matt made a motion to adjourn the meeting, Mai seconded. The meeting was adjourned at 8:12 pm

Respectfully submitted,

Arline McCloskey

Arline McCloskey

Secretary

