

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Wednesday, December 16, 2020

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, Wayne Hayes, Arline McCloskey, Beth Rees, Ann Darby,
Kate Rappa, Susan Burke, Matthew Jackson, Kathleen Miller Prunty

Staff: Michael Maziekien, Judy Klimowicz

Absent: None

Members of the Public: None

Open Public Meeting Announcement:

President Pat Pavlak, 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:

Please click here to

attend: <https://us02web.zoom.us/j/84142826033?pwd=SVk3bjlqRVI3OU10TkduQklBdkpKZz09>

or, alternatively, call 1 646 876 9923 and enter

Webinar ID: 841 4282 6033

Passcode: 224226

Minutes of the Previous Meeting:

Wayne made a motion to accept the corrected November minutes (misspelling of last name in opening public meeting announcement), seconded by Beth. Members of the board that were present at the November meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Ann Darby has made the decision not to be reappointed for the upcoming year's term. Pat thanked Ann for all of her support for libraries and her presence on the Board will be greatly missed. Deputy Mayor Prunty expressed that it has always been a pleasure to work with Ann and thanked her for all of her services to the community. Michael thanked Ann and noted it has been his good fortune to work with her.

Ann replied that it has been a great pleasure to serve the community and will remain a staunch supporter of the Library and will be available for service in a non-Trustee basis, if needed.

DIRECTOR'S REPORT:

Noting this has been a challenging year, there have been no complaints about the current Grab & Go circulation system.

Because of the increased reporting of positive Covid cases, the Library building is currently closed to patron browsing. Michael asked the Board for input on remaining closed until after the Christmas holidays. Deputy Mayor Prunty believes this is a wise approach because of the increased Cranford community Covid cases. Pat noted that the Library has been fortunate so far not to have a positive case among the staff or related to building exposure, believing it is because of the prudent safety measures that have been adhered to. Matt reiterated that he has had community feedback of pleasant surprise at the services the Library continues to offer. It was agreed that the situation continue to be monitored following the lead of Union County libraries, Governor's office messages, Township offices and schools' recommendations. Michael will confer with Pat as necessary.

Many patron library cards will expire at the end of December 2020. Michael recommends extending the cards in order that patrons are not inconvenienced.

Michael reported that digital circulation remains high and will promote in the new year. The children and adult craft Grab & Go kits have been extremely popular. Library assistants have taken on additional chores such as the Storytime Bundles available for borrowing.

A recording of last weeks presentation sponsored by the Libraries of Union County Consortium is available online. It was well attended.

At the Friends monthly meeting tomorrow evening, Michael will request funding for several programs. The Library will assist with their annual mailing.

Michael will be sure that the library is accessible after the expected snowstorm. Using social media, Michael informed the community that the Library will be closed on Thursday, December 17 due to snow. All Grab & Go patrons were informed to pick up their items before closure.

Ron Gorda's last day of employment was celebrated distantly by staff and a retirement event will be held in the future.

ASSISTANT DIRECTOR REPORT:

Mentioned in Director's report

TREASURER'S REPORT:

Michael noted that CARES funding will pay for reimbursed expenses related to COVID such as the large plexiglass order.

Kate reviewed the bills and all is well. Deputy Mayor Prunty 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:

There were 129 applications for the NJ Construction Bond grant and 38 were granted in the first round. Michael intends to reapply in Spring 2021 with an improved proposal.

Personnel:

Board was thanked for their assistance filling out Director's Evaluation.

Grants & Gifts:

No report.

Liaison to the Friends of the Library:

Meeting to be held tomorrow evening

Policy:

Much discussion on current notary services that are offered by the Library. It was noted that this can be a challenge for members of the staff to complete their assigned work and offer notary service. Michael will explore community's other options and scheduling of notary services. He will follow up with the Board at a later date.

There are currently 2 public photocopying machines and it has been suggested that only one is needed.

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. The newsletter readership is high.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Michael informed the Board that the Township is contemplating a time clock system to help streamline the payroll system as an option for the future. Deputy Mayor Prunty stated this is only in the discussion phase and nothing has been decided as of yet.

The Library will close at 5:00pm on December 24/31, 2020 due to the holiday.

Susan, Beth, and Matt will serve on the nominating committee. The slate of President, Vice President, Treasurer, and Secretary will be presented at the Annual Meeting in January 2021.

OLD BUSINESS:

Pat and the Board profusely thanked Ann for her services.

ADJOURNMENT:

Ann made a motion to adjourn. The motion was seconded by Deputy Mayor

Prunty. All Board members present voted in favor. The meeting was adjourned at 8:12 PM.

Respectfully submitted,
Arline McCloskey
Arline McCloskey
Secretary