

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Tuesday, December 14, 2021

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:00 PM via Zoom

Present:

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: Mayor Kathleen Miller Prunty, Kate Rappa

Members of the Public: Elisabeth Zimmerman

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, December 14, 2021. 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

Minutes of the Previous Meeting:

Mai made a motion to accept the November minutes, seconded by Susan. Members of the Board that were present at the November meeting all voted yes to accept the minutes.

PUBLIC COMMENTS:

One member of the public in attendance to observe proceedings

COMMUNICATIONS:

None

PRESIDENT'S REPORT

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

Unfortunately, it seems Cranford did not receive the grant. Pat thanks Michael and the staff for all of their work compiling the grant application.

DIRECTOR'S REPORT:

It appears that 32 libraries within the state received grant funding, from a pool of over 100 applicants.

Michael will update numbers within the grant application and bring the request to the Town as a capital request for the 2022 budget.

Michael will be the next president of the Union County Consortium. There are discussions ongoing on expanding our membership into Middlesex County, which is costly but has benefits as it increases significantly a collection available to patrons

ASSISTANT DIRECTOR REPORT:

Two staff members, Lauren Antolino and Marissa Lieberman have written a chapter for a book about sustainable services to be published by the ALA. The chapter is about the Grab & Go craft program.

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:

No report

Building & Grounds:

Michael reported that the elevator shaft has filled with water due to a pipe blockage. The problem seems to have been resolved, and water sensors will be put in place. A contractor has looked at the sagging basement duct pipes and the insulation that needs to be replaced will be done shortly. Pat noted that the building's age necessitates planning for future capital expenses.

Personnel:

Susan read a resolution acknowledging Mary Katherine Sudiak and her promotion to Part Time Reference Librarian. A roll call vote was held, and all present voted to accept the resolution, new job title and pay increase.

Grants & Gifts:

Fran Houston's husband made a \$1,000 donation in her memory with a request that the gift should be used for services and materials for young adults. The Library staff requests that the teen space be named in Fran's honor to acknowledge her work promoting YA during her tenure at the library. A bookplate acknowledging the gift will be placed in books purchased with the gift.

Liaison to the Friends of the Library:

A fundraising table has been set up in the library and the membership drive continues. Donations are being accepted and future Book Sale dates are set. They plan to open the criteria for scholarship applicants to include employees of the Library. At their meeting, discussion was held concerning the new fine policy.

Policy:

Susan made a motion for changing the current lending policy to reflect an omission of overdue fines for most materials, Matt seconded. Discussion was held and Michael noted that overdue material fines were not a significant source of revenue and collection efforts take up considerable staff time. All present voted by roll call in favor of the new policy which will be effective January 1. Michael will issue a press release and post the new policy on the website

Public Relations:

Notices of events are being sent to usual sources.

By Laws:

No report

Nominating:

The committee is in the process of speaking to current officers about filling positions for 2022. They will have a report at the January meeting.

Strategic Plan:

The committee is planning to meet in January.

UNFINISHED BUSINESS:

The 2022 Library closures due to holidays have been set and staff have been notified. The Town has not made a decision on June 15th yet.

NEW BUSINESS:

None

OLD BUSINESS:

None

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Susan, all Board members present voted in favor. The meeting was adjourned at 8:11 pm

Respectfully submitted,

Arline McCloskey

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Secretary

