

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, December 22, 2022

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:04 PM via Zoom

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 (Wayne made a motion for commissioner to be excused, Matt seconded)

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:

Mai made a motion to approve the November meeting minutes with a correction- the November meeting was held on Wednesday not Thursday, Beth seconded. All present at the November meeting approved the minutes.

PUBLIC COMMENTS:

No comment

COMMUNICATIONS:

To be discussed during personnel committee portion of meeting

PRESIDENT'S REPORT

To be discussed later in the meeting

DIRECTOR'S REPORT:

Monthly reports have been sent to all board members. Explanation was given on patrons' receiving message from Hoopla regarding “daily quota has been reached”

Staff has been advising patrons to try again the next day and contact the library if not resolved.

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 November bills, Susan seconded. A roll call vote was held and all present voted "yes" to approve the November bills- Wayne unable to vote as having temporary technical issues.

COMMITTEE REPORTS:

Finance:

The annual 2022 budget was examined, and shows a deficit due to higher utilities costs. The \$30,000 owed to the township of 2022 was paid. Michael presented a preliminary 2023 Budget. The preliminary budget allows for anticipated union wage and health benefits increases. Mai made a motion to approve the 2023 preliminary budget, Wayne seconded and all present approved the preliminary 2023 budget by roll call vote.

Building & Grounds:

Staff is evaluating items that need work. Included in the list is the roof by front door that is leaking, the front steps and railing, left front door mechanism, carpet replacement, HVAC replacement/repair, broken door lock on men's room, back door and circulation desk shows wear and tear, paint throughout building, improvement to front signage.

Michael will set up a meeting with township to discuss a capital request for the needed replacements and repairs.

Personnel:

Michael has presented his letter of resignation from his position as Library Director effective January 27, 2023. Susan made a motion to reluctantly accept his resignation, Kate seconded. Michael gave a heartfelt statement to the Board, and all present voted in favor to accept his resignation. Negotiations with the union have been put on temporary hold until a new director is hired.

Susan made a motion to go into Closed Session, Beth seconded.

Susan made a motion to go back into Open Session, Wayne seconded.
Susan read a resolution to promote Judy to interim director. All present voted in favor.

The Board refined the Director's job description to be posted soon, with resumes due by February 1, 2023. The preliminary interviews will be held via Zoom, with final interviews in person. A search committee was set by Board President consisting of Pat, Susan, Judy, Matt and Susan Dahl (Friends of the CPL)

Grants & Gifts:

None

Liaison to the Friends of the Library:

At the November meeting 2023 Book Sale dates were set. Bookmarks will be given out in January advertising the sale dates. It was reported that \$375.00 was netted from lobby book cart sales. Michael attended the December meeting and reported that the Friends approved upcoming programs. Their audit was completed. They will have their annual membership drive in January.

Policy:

No report

Public Relations:

Michael has announced his resignation to the staff and will let the general public know in mid January.

By Laws:

No report

Strategic Plan:

The planned summer event will be partnered with the Community Center and fulfill the community outreach section of the strategic plan.

The Library is applying for enhanced membership in the NJLA Association.

An employee has been instrumental working with the NJLA on their sustainability initiative

Nominating Committee

Susan, Mai, Beth will be on the nominating committee for the 2023 board officer openings. Wayne has expressed a desire not to continue in the role of Vice President. Discussion was held on eliminating the vice president position, which

would mean a change in the By Laws. No final decision was made on elimination of the position.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Michael presented the 2023 library holiday closing schedule, aligned with the township calendar. Beth made a motion to accept the calendar, Kate seconded, and all present voted in favor.

OLD BUSINESS:

None

ADJOURNMENT:

Mai made a motion to adjourn the meeting, Kate seconded. The meeting was adjourned at 8:45 pm

Respectfully submitted,

Arline McCloskey

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Secretary

