

**Cranford Public Library Board of Trustees  
Regular Meeting – June 23, 2022**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President Pat Pavlak at 7:07 PM in the Cranford Public Library.

**Present:**

Trustees: Pat Pavlak, Matthew Jackson, Kate Rappa, Mai Reitmeyer, Commissioner Mary O'Connor

Staff: Michael Maziekien, Judy Klimowicz

**Absent:** Dr. Wayne Hayes, Dr. Beth Rees, Susan Burke, Arline McCloskey (all excused absences)

**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, TAP INTO CRANFORD, TV 35* and the office of the Township Clerk of the date, time and place of the meeting and by posting the same information in the Cranford Public Library.

**Minutes of the Previous Meeting:**

Kate moved, and Mai seconded, to approve the minutes of the previous meeting. The Board voted to accept the minutes.

**PUBLIC COMMENTS:**

None.

The request for reconsideration of materials was tabled until the July Board meeting due to the absence of four Board members.

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT:**

Pat noted that Jean Kreiling, a long-time Library supporter, passed away this week.

**DIRECTOR'S REPORT:**

Michael reported that circ slipped from April to May but has picked up significantly this month. He wants to eliminate the Capstone Interactive Database due to low usage. The State provides access to many of our databases. The Cranford Archives have been slow, but they recently obtained a new server which should solve the problem. We will still pay for our databases when we join the consortium. Michael, Mary Sudiak and Pat

attended NJLA. Mary is working on the addition of an Environmental Sustainability Section. Saturday will be the grand opening of the Native Seed Catalog. Summer Reading programs for all ages are underway. Multiple programs are scheduled weekly, and the Carnival will be held on Saturday, August 20. The tentative date for LMxAC to go live is August 9-10. The Blue Cloud System we are getting is web based, meaning we can take it out of the building with us. We are the first LMxAC library using Blue Cloud.

**TREASURER'S REPORT:**

Everything is now being signed before the checks are mailed. The motion to pay the bills passed unanimously.

**COMMITTEE REPORTS:**

**Building & Grounds:**

We are still awaiting another quote to repair the front steps.

**Finance:**

No report.

**Personnel:**

Kate commended Marissa for reaching out to the Newcomers' Club.

**Grants & Gifts:**

None

**Liaison to Friends of the Library:**

Mai reported that the Friends took in a total of \$5750 last month. The children's book sale netted \$909. They will hold another sale at the end of July. They presented Victoria Pawlicki with their annual scholarship. They approved \$3695 for summer and early fall programs. They are also planning a trivia night fundraiser.

**Policy:**

None.

**Public Relations:**

None

**Strategic Plan:**

Completed

**NEW BUSINESS:**

None

**UNFINISHED BUSINESS**

None

**OLD BUSINESS**

None.

Our next meeting will be on Thursday, July 22.

**ADJOURNMENT:**

Matt moved, and Mai seconded, to adjourn at 7:38 PM.

Respectfully submitted,

Judy Klimowicz  
For Arline McCloskey, Secretary

**Cranford Public Library Board of Trustees  
Regular Meeting – May 26, 2022**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President Pat Pavlak at 7:06 PM in the Cranford Public Library.

**Present:**

Trustees: Susan Burke, Dr. Wayne Hayes, Pat Pavlak, Kate Rappa, Dr. Beth Rees,  
Mai Reitmeyer

Staff: Michael Maziekien, Judy Klimowicz

**Absent:**

Matthew Jackson, Commissioner Mary O'Connor, Arline McCloskey

**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, TAP INTO CRANFORD, TV 35* and the office of the Township Clerk of the date, time and place of the meeting and by posting the same information in the Cranford Public Library.

**Minutes of the Previous Meeting:**

Mai moved, and Susan seconded, to approve the minutes of the previous meeting. The Board voted to accept the minutes.

**PUBLIC COMMENTS:**

None.

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT:**

Pat noted that it was good to be back meeting in person and commended the Board for maintaining their meeting schedule throughout the Covid epidemic. She added that many other Library Boards throughout the state did not meet regularly. Pat and Michael will be attending NJLA next week, as well as one other staff member.

**DIRECTOR'S REPORT:**

Michael reported that data base use was down, perhaps in part due to connectivity problems. Michael also noted that the Library has hosted lots of activities, including outdoor story hours and Girl Scout Troop visits. The LMXaC migration has been a major focus for many staff members. The target date to go live is August 10. Conversion mapping is ongoing and should be completed by June 22. The month of July will be spent training staff, with all data transferring during the first week of August. This could cause a temporary freeze in our ILS, and staff training may also require closing the Library for a day. While the goal is August 10, our Polaris contract will overlap until September, giving us leeway if more time is required.

The head of technical services has retired, and overseeing the department may fall to the new Access Services librarian.

Summer reading is coming up, with programs planned for adults, teens and children. The Community Center has agreed to allow us to use their space for the end of program Carnival.

Two ongoing committees have formed, a Website Committee under Michael's direction and a Safety Committee headed by Judy.

**TREASURER'S REPORT:**

Going forward, checks will be post-dated so that the Board will have approved them before they are sent out. Our Amazon account is closing due to their change in policy, moving everything to credit cards. Susan moved to approve payment of the bills, and Wayne seconded. The motion passed unanimously.

## **COMMITTEE REPORTS:**

### **Building & Grounds:**

The front stairs need repair. One of the railings snapped off at the base, and the flagstones and rubber mat are broken. We are getting quotes and will pass them along to the Township.

### **Finance:**

No report.

### **Personnel:**

Michael reported that we have several excellent candidates for the position of Access Services Librarian and expect to make an offer soon. Susan noted that the dedication of the Teen space in honor of Fran Houston Rittman will be held on June 11.

### **Grants & Gifts:**

None

### **Liaison to Friends of the Library:**

Mai reported that the Friends had received \$985 in income, including a \$500 corporate donation, \$50 from the children's book sale cart, and the rest in memberships.. The April book sale netted \$5357. There are 51 registered for the upcoming children's book sale as of today. They awarded their scholarship to staff member Victoria Pawlicki. They approved \$2300 for upcoming programs. Tony is stepping down as president. The new president will be Susan Dahl, with Chris Hahn continuing as Vice-President. Their next meeting will be at the Cirillos' home at 205 Stoughton Avenue on June 16.

### **Policy:**

None.

### **Public Relations:**

None

### **Strategic Plan:**

Susan thanked Michael for his work on the Strategic Plan, and Michael thanked the committee members. Wayne made a motion, and Beth seconded, to approve the Strategic Plan. The Board voted approval.

## **NEW BUSINESS:**

The current contract is ending in December of this year. In addition, we will have a second supervising librarian unit to negotiate with now that we have two, and soon to be three, members for that group. One thing to consider is whether we want to have concurrent or staggered negotiations with the two units. Susan, Pat and Wayne volunteered for the negotiating committee.

**UNFINISHED BUSINESS**

None

**OLD BUSINESS**

None.

**ADJOURNMENT:**

Beth moved, and Mai seconded, to adjourn at 7:50 PM.

Respectfully submitted,

Judy Klimowicz  
For Arline McCloskey, Secretary