

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, May 27, 2021

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:02 PM via Zoom

Present:

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: Matthew Jackson, Mayor Kathleen Miller Prunty, Kate Rappa,

Members of the Public: (2) present

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.

Webinar link:

<https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09>

Passcode: 224226

Or One tap mobile :

US: +13126266799,,88375846385#,,,,*224226# or
+16468769923,,88375846385#,,,,*224226#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1
253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 883 7584 6385

Passcode: 224226

International numbers available: <https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09>

Minutes of the Previous Meeting:

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

PUBLIC COMMENTS:

Elisabeth Zimmerman noted there is a link to the Library on the Township website

COMMUNICATIONS:

None

PRESIDENT'S REPORT

The financial disclosure report requested by the Cranford Township clerk must be completed by June 30.

DIRECTOR'S REPORT:

Circulation and database usage is steady, although HOOPLA use is slightly down. Patrons with expired library cards must renew, online registration for cards is being utilized.

All departments are cross trained in responsibilities and the staff has learned new skills.

Michael would like to begin sharing reports via Google Drive

ASSISTANT DIRECTOR REPORT:

Covered in Director's report

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Wayne 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:

No report

Personnel:

Two positions need to be filled: Head of Reference and a Library Assistant

Grants & Gifts:

No report

Liaison to the Friends of the Library:

There has been an increase in membership compared to last year.

They are holding a modified Book Sale in June with appointments required. The Children's Book Sale will be held the week prior, by appointment only.

They have given out many bags of free books from their cart located within the building's vestibule, and donated to other sources. The scholarship is still available

A designated library employee will return to work to oversee book donations, which will be accepted on a scheduled basis

Policy:

Discussion was held on adopting an updated Mask Policy:

To protect the health and safety of staff and patrons, masks or face coverings are required for patrons and staff in the Children's Room, or attending indoor and outdoor library-sponsored programs and events geared towards children. Social distancing of at least six feet between patrons from different households is required in all children's spaces, programs and events. Patrons who do not comply with this policy will be asked to leave the children's space or library-sponsored program.

Masks or face coverings, and social distancing as defined by the CDC (Center for Disease Control & Prevention) are strongly encouraged for all patrons using any onsite library services, or attending any indoor or outdoor library-sponsored programs. In addition, all staff members are strongly encouraged to wear a mask or face covering during their scheduled work hours.

Wayne made a motion to remove the prior policy created in May 2020 and replace with the updated policy, Susan seconded.

A roll call vote was held, and all present voted "yes" to adopt the revised Mask Policy

Public Relations:

Notices of events are being sent to usual sources. Michael plans to do an interview with TV35

By Laws:

Committee is looking at current By Laws and will have a report at a future meeting.

Strategic Plan:

Pat would like the committee to meet in mid-June. The goal is to have a new Strategic Plan to present to the Board at the November meeting and be adopted at the December meeting.

UNFINISHED BUSINESS:

Discussion was held on resolutions needed to be approved:

Beth made a motion; Mai seconded, a resolution authorizing the library's application for the second and final round of Construction Bond Act funds. As with last year's application, this requires approval of the Library Board and Township Committee, with two identical resolutions passed and submitted as counterparts. The Township Committee approved this resolution at Tuesday's meeting.

A roll call vote was held and all Board members present voted "yes" to approve the resolution

Mai made a motion, Wayne seconded, a motion to authorize Lise Sulley to close all the Library bank accounts at Ocean First and put the funds into accounts at Investors Bank

A roll call vote was held and all Board members present voted "yes" to approve the resolution

NEW BUSINESS:

Michael went over the Library building reopening schedule for the general public. It will begin with the first floor adult area, then children's room, and finally the rest of the building accessible to the general public. This reopening will occur through June.

Summer programs are being planned for in person, virtual and outdoors.

The copy machine is now available

Pat complimented the staff and decisions that have been made which have kept the public and staff safe during this past year.

Discussion was held on the possibility of in person board meetings resuming as a microphone has been purchased to allow for social distancing to be maintained.

OLD BUSINESS:

None

ADJOURNMENT:

Susan made a motion to adjourn. The motion was seconded by Mai, all Board members present voted in favor. The meeting was adjourned at 8:46 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey

Secretary