

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – February 28, 2019

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:05 PM in the Cranford Library.

Present:

Trustees: Pat Pavlak, Dr. Wayne Hayes, Arline McCloskey, Ann Darby Kate Rappa,
Matthew Jackson, Dr. Beth Rees

Staff: Michael Maziekien, Judy Klimowicz

Absent: Susan Burke, Mayor Giblin,

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:

A motion was made by Wayne to accept the minutes of the previous regular meeting. The motion was seconded by Matt. Members of the board that were present at the previous meeting all voted yes to accept the minutes as presented.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Library Link NJ, responsible for the interlibrary loan distribution throughout the state, has reached an agreement to continue book deliveries to June 2020, although curtailing services and programs and cutting staff. They will be receiving support from the State Library

The per capita state aid legislation has reached the appropriation committee at the assembly and senate level

DIRECTOR'S REPORT:

Michael is hoping to increase circulation this year with strategic plan initiatives. ELibraryNJ and HOOPLA continue to be very popular. Lauren, our Children's Librarian attended the ALA

Midwinter Conference and came back with a plethora of ideas. The St Patrick's Day Society will be setting up a month long display upstairs, with an Open House on Saturday, March 2.

FINANCE REPORT:

All reports signed by Kate

TREASURER'S REPORT:

Kate reviewed the bills and all were in order. Wayne made a motion to approve the bills. The motion was seconded by Kate. All board members voted yes to accept and pay the bills as presented.

COMMITTEE REPORTS:

Audit: No report

Finance:

Covered during Director's Report

Building & Grounds:

There is an ongoing issue with the children's room small toilet. Michael will look into having a full sized toilet installed. The HAVC is 20 years old, may need to be replaced. The Board walked to the current YA area and saw the area that Michael proposes to move YA to. There will be room for a YA Librarian desk. The tutoring tables will be put in the current Magazine section. The Quiet Area will be upstairs, and the upstairs seating area may be expanded in the future.

Personnel: Candidates are being interviewed for the vacant YA Librarian position. The Board was in agreement to offer the NJ minimum salary to the top candidate

Grants & Gifts: No report

Liaison to the Friends of the Library:

The Book Sale will be March 13-16. There will be an expanded poetry event for grades 2-8 on April 27. The annual fall dinner fundraiser will be an Italian event this year The Friends will fund additional programs featuring a poet and portable planetarium

Policy:

Will look into Unattended Children Policy

Public Relations:

Michael provided all board members with a list of notices he had sent out. Tap Into Cranford and Cranford Patch have been very supportive publishing articles

Strategic Plan: No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Michael will look into funding through grants an ADA compliance microphone and hearing system, possibly with partnership with the Community Center

There are 2 staff training sessions planned for this year. After discussion it was decided that the first will be Defibrillator Training. It is planned to purchase 3 units for each floor, The Friends will be asked to purchase one for the basement level. Grants will be pursued to fund the additional units. The second training will be Response to Active Shooter Training, perhaps in conjunction with Community Center personnel.

Michael announced 2 programs to be held in the next few weeks, a Peruvian Dance Program on March 2 and a Picture book Author Palooza on March 9.

After discussion it was decided to keep the planned date of the May meeting, although it is before Memorial Day Weekend.

ADJOURNMENT:

Ann made a motion to adjourn. The motion was seconded by Kate. All board members present voted yes. The meeting was adjourned at 8:09 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on March 28, 2019 in the library.