

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – April 25, 2019**

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

**Present:**

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: 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 Ann to accept the minutes of the previous regular meeting. The motion was seconded by Kate. Members of the board that were present at the previous meeting all voted yes to accept the minutes as presented.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

Michael received an OPRA bid for the copier contract. The bid was taken care of properly.

**PRESIDENT'S REPORT**

The Township required financial disclosure forms will be emailed by the Township Clerk to Board Members. They are due by April 30.

There has been no final legislation yet on per capita funding legislation or the construction bond

Pat thanked Michael and Judy for the compassionate handling of the unfortunate death of a staff member.

**DIRECTOR'S REPORT:**

Michael continues to track circulation data. The children's department has had many well attended programs.

Facts on File database offered a 90% discount to continue the subscription to the service. Michael will promote it and look to improve accessibility.

Ancestry Library Edition database costs \$1,425 and does not offer remote access. No decision was made to subscribe to it.

Kanopy is similar to Hoopla, but would allow the library to show films at no extra cost. Pat suggested we try it on a trial basis. The Board agreed to fund Kanopy on a trial basis.

The heart defibrillators are on order. The Friends will fund one, and it will be placed in the downstairs Book Sale area. Michael will look into having a training session for staff.

Michael, Stacey and Lauren will be attending the 3 day NJ ALA Conference in Atlantic City. Pat will be presenting.

#### **FINANCE REPORT:**

There was a question about the postage line item. Michael explained it was for mailing interlibrary loan items out of state.

All reports signed by Kate

#### **TREASURER'S REPORT:**

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

#### **COMMITTEE REPORTS:**

**Audit:** No report

#### **Finance:**

Matt explored the option of purchasing and using the online version of Quick Books, and suggests purchasing it.

#### **Building & Grounds:**

The carpets were cleaned last week. The staircase has only one light switch on the second floor. Another one is needed on the first floor. This is a safety issue. The Teen Space is being worked on. The power availability is being examined.

**Personnel:** No report

#### **Grants & Gifts:**

The Wednesday Morning Club donated \$200.

The Parliamentarian Club donated \$50.

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

The Book Sale will be June 5-6. They have approved all requested programs and the purchase of the defibrillator.

**Policy:**

No report

**Public Relations:**

Michael was disappointed in the newspaper coverage of this month's events

**Strategic Plan:** No report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Board members present agreed to keep the May meeting as scheduled.

**ADJOURNMENT:**

Susan made a motion to adjourn. The motion was seconded by Matt. All board members present voted yes. The meeting was adjourned at 7:46 PM.

Respectfully submitted,

*Arline McCloskey*

Arline McCloskey

Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on May 23, 2019 in the library.