

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – June 27, 2018

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

Present:

Trustees: Pat Pavlak, Arline McCloskey, Susan Burke, Kate Rappa, Joe Starkey
Staff: Michael Maziekien,
Absent: Judy Klimowicz (in attendance at a children’s library event) Judy Panagakos,
Commissioner Giblin, Ann Darby, Dr. Wayne Hayes,

Open Public Meeting Announcement:

President, Patricia 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 in the Cranford Public Library.

Minutes of the Previous Meeting:

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

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

None

DIRECTOR'S REPORT:

Michael noted that there was an error in the circulation figures. Circulation has decreased compared to last year (@17,000per month) but online activity is strong particularly Hoopla and ELibraryNJ. Many programs are being held throughout the summer weeks.

Michael and Pat attended the NJLA conference held in Atlantic City.

Pat inquired if there had been any reported problems with tutors using the library space and Michael said there had been no issues.

Police needed to be called for a nonphysical altercation. Michael wants the staff to receive health awareness training offered through a company called “Caring Contact”. The cost will be \$2,250

for a full staff training. He has available \$1,000 in funding and there are professional development funds available. The library will need to be closed during the (2) 4 hour training sessions. He anticipates the training to be scheduled by October.

Michael received word that the Union County Freeholder grant will be offered again this year and the library has applied for \$3,550 to fund the children's coding program.

The Annual Report has been completed and will be emailed to all Board members.

The Adult Reading Program is ready to begin, lasting 5 weeks with local restaurants donating gift certificates to be awarded weekly and 2 grand prizes of \$75 each offered at the culmination of the program.

The summer concert series has begun.

The lobby display of the proposed expansion project is on display for the public to view.

Michael is reaching out to local businesses and artists to speak in a new series of programs.

TREASURER'S REPORT:

Michael reported that Judy had reviewed the bills and all were in order. Susan made a motion to approve the bills. The motion was seconded by Joe. All board members present voted yes to accept the bills as presented. Pat made a motion to authorize the Treasurer to pay summer bills.

All present voted in favor to authorize payment of summer bills.

Pat asked Board members for someone to consider taking over the role of Treasurer.

COMMITTEE REPORTS:

Finance: None

Building & Grounds: Due to a lightning strike, the Internet was down momentarily.

Personnel: Michael announced that the Young Adult/Reference librarian is terminating her employment. He shared the job description that was advertised and reported he received many resumes, which resulted in 3 strong candidates. There was discussion about the salary to be offered to the final candidate. The Board authorized Michael to offer a reasonable responsible salary based on the NJLA minimum recommended guide of \$52,356 and authorized Michael to negotiate up to a preset monetary limit.

Grants & Gifts: The Glazer family donated a painting by a local artist (Joe Dawley) to the library. A plaque will acknowledge their gift.

Michael is working with an estate wishing to fund children's programs.

In memory of Ted Spitz, \$1,000 worth of nonfiction (History) books will be purchased.

Liaison to the Friends of the Library: The fundraiser at the Deutscher Club was a success, raising \$800. The June Book Sale raised \$7,550-with 600 visitors. The next Book Sale is August 8. They have NJ pencils, memo pads and inflatable globes for sale. All of Michael's requested programs were approved. The group gave a scholarship to a deserving candidate.

Policy: None

Public Relations: Michael reported that coverage has been good regarding library events. TV35 is planning an interview with Michael.

Long Range Planning: The Strategic Plan Committee met. Board members are Pat, Susan, Wayne, Michael and Judy K. The Cranford School District representative is Kristen Mallon. Kathleen Cirillo represents the Friends of the Cranford Library group. The next meeting is Thursday, August 9 at 6:00pm in the Cranford Library. The committee plans to meet with a variety of focus groups for their input into the Long Range Strategic Plan.

UNFINISHED BUSINESS: None

NEW BUSINESS: The Board chose the summer meeting date: Thursday, August 9. The meeting date has been adjusted for September to be Wednesday, September 26.

OLD BUSINESS: None

ADJOURNMENT:

Susan made a motion to adjourn. The motion was seconded by Joe. The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on **Thursday, August 9, 2018** in the Cranford Public Library.