

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – JUNE 27, 2019

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:12 PM in the Cranford Library.

Present:

Trustees: Pat Pavlak, Arline McCloskey, Matthew Jackson,
Dr. Beth Rees, Susan Burke
Staff: Michael Maziekien, Judy Klimowicz
Absent: Ann Darby, Dr. Wayne Hayes, Kate Rappa, 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 Susan 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 corrected.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

The Library Board's membership cards have been received and Michael will distribute.

PRESIDENT'S REPORT

Information has been given to Pat that the construction bond requirements will be published on Monday, July 1. Pat and Michael are confident the library has all the paperwork to meet the anticipated requirements. Michael will be meeting with the architect in July. Funds have been put aside for this cost.

DIRECTOR'S REPORT:

Michael continues to track circulation data. Print circulation is down but digital circulation continues to increase. There is funds available to pay for the increased digital costs. The children's department is looking to replace the popular AWE-Early Literacy Station.

FINANCE REPORT:

Michael reported on the NJAL Annual Conference. Pat presented a session at the conference on “Working with Your Library Board” Lauren learned about the “Kitchen in a Box” program, in which local chefs offer culinary programs. The Friends have agreed to fund the program and local chefs have expressed interest in participating.

TREASURER’S REPORT:

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

Pat made a motion to pay July’s bills contingent on review and approval by the Treasurer. Matt seconded the motion and all present were in favor.

COMMITTEE REPORTS:

Audit: No Report

Finance:

Discussed in Director’s Report

Building & Grounds:

Police have been ticketing cars that are in the Library parking lot for more than 4 hours. The staff now have parking passes for their cars. Visitor parking passes will be available for daily use by patrons using the library for an extended period of time. The availability of parking passes will be publicized

Personnel:

The union is ready to begin the contract negotiation process

Grants & Gifts: No Report

Liaison to the Friends of the Library:

The June Book Sale had a \$6,300. profit. They have approved all requested programs including the expansion of the yoga programs, additional sewing programs, and the Kitchen in a Box program. They are funding the summer reading programs. The children’s carnival will be on a Saturday this year due to public requests.

Policy: No Report

Public Relations:

Michael reported great coverage this month in local publications. He attended the Celebrate Cranford event and had opportunities to talk to participants and as a result has several ideas for future programs

Strategic Plan: No Report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Community Outreach:

- Michael participated in Celebrate Cranford Day
- Children's Storytime will be at the Post Office Plaza and Hanson Park this summer
- Michael is looking into offering temporary library cards to patients at the Rehabilitation Center

Michael has received a request to hold a wedding reception in the library on a Sunday. Michael will meet with the couple. He noted liquor could not be served, and although we could not charge they would need to pay a custodial fee and perhaps give a donation. There may be other libraries that offer this service.

The LUCC Reception will be hosted by Cranford on September 25.

OLD BUSINESS:

None

ADJOURNMENT:

Matt made a motion to adjourn. The motion was seconded by Beth. All board members present voted yes. The meeting was adjourned at 7:55 PM.

The next meeting is on Thursday, August 8 at 7:00PM

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary