

**Cranford Public Library Board of Trustees**  
**Regular Meeting – September 25, 2018**

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 Public Library.

**Present:**

Trustees: Dr. Wayne Hayes, Pat Pavlak, Kate Rappa, Beth Rees

Staff: Michael Maziekien, Judy Klimowicz

**Absent:**

Susan Burke, Ann Darby, Commissioner Patrick Giblin, Arline McCloskey, Joe Starkey

**Open Public Meeting Announcement:**

As there was no quorum, President Pat Pavlak stated that the Open Public Meeting Announcement was not required.

**Minutes of the Previous Meeting:**

The minutes of the previous meeting were not voted upon due to the absence of a quorum.

**COMMUNICATIONS:**

None

**PRESIDENT’S REPORT:**

Pat reminded everyone about the Library Trustee Institute in October in West Windsor. One Trustee may attend for free, and the library will pay the \$95 registration fee for anyone else who wants to attend.

**DIRECTOR’S REPORT:**

Michael reported that July was the strongest month for circulation so far this year, thanks to summer reading, especially in the Children’s Department. The Cranford Archive continues to drive digital use, and ElibraryNJ and Hoopla use continues to rise. Circulation in August also beat last year’s circulation. Michael and Lise are discussing a switch to QuickBooks starting in the new year. The library received considerable public relations exposure with the “Cranford Cowboy” interviewed in the library, Michael’s TV 35 interview, and coverage for the YA and Children’s Departments.

**TREASURER’S REPORT:**

Joe has examined the bills previously, but no vote to approve was taken due to the absence of a quorum.

**COMMITTEE REPORTS:**

**Building & Grounds:**

The painted “stop” sign in the parking lot needs to be repainted. Michael has been looking in to acquiring one or more defibrillators to be housed in the Library. The cost is above the quote threshold, so they will probably require going out for bids. The Community Center has one, and Michael will consult with Steve.

**Finance:**

No report

**Personnel:**

The Library staff will attend two afternoon sessions of Mental Health Personnel Training provided by Caring Contact on October 12 and October 19. The Library will close at noon on both of those Fridays. The training costs \$2500, \$1000 of which will be paid from the Library budget and the rest from Infolink and other outside sources engaged by Caring Contact. Pat asked Beth to assume the role of Personnel Committee chair through the end of the year.

**Grants & Gifts:**

None

**Liaison to Friends of the Library:**

The Friends approved an addition \$5000 donation towards the book budget. They continue to support ongoing programs and individual programs. Their next book sale will run from October 10 through October 13.

**Policy:**

Wayne will look into 3-D printer policies regarding guns. Millburn Library had an inquiry about printing a gun on their printer, but had a policy in place. Kenilworth also has a policy. Although we do not have a 3-D printer, the Board thinks it prudent to have a policy prepared.

**Public Relations:**

Included in Michael’s report.

**UNFINISHED BUSINESS:**

Four public forum meetings, concluding last night, were held regarding the Strategic Plan. The attendees were responsive, enthusiastic small groups. All topics from the discussions and Board input will be taken into account, with six main areas of focus. Good progress has been made, with the goal being Board approval of the plan by the end of the year.

**NEW BUSINESS:**

None.

The next meeting date will be October 25 at 7 p.m. in the Library Raddin Room.

**ADJOURNMENT:**

Pat declared the meeting adjourned at 7:30 p.m.

Respectfully submitted,

Judy Klimowicz

For Arline McCloskey, Secretary