

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

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 Library.

Present:

Trustees: Pat Pavlak, Arline McCloskey, Matthew Jackson,
Dr. Beth Rees, Susan Burke Ann Darby, Dr. Wayne Hayes, Kate Rappa,
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 Susan to accept the minutes of the August regular meeting. The motion was seconded by Kate. Members of the board that were present at the meeting all voted yes to accept the minutes as corrected.

A motion was made by Beth to accept the minutes of the September regular meeting. The motion was seconded by Ann. Members of the board that were present at the meeting all voted yes to accept the minutes as corrected.

A motion was made by Susan to accept the minutes of the October 2 special meeting. The motion was seconded by Greg. Members of the board that were present at the meeting all voted yes to accept the minutes as corrected.

PUBLIC COMMENTS:

None. No members of the public community were present

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Information has been given to Pat that the construction bond requirements will be published on November 1. Pat and Michael are confident the library has all the paperwork to meet the anticipated requirements. The applications must be submitted in January, and the awards issued in April

Pat requested members to be available on regularly scheduled meeting dates as it was necessary to hold an additional meeting on October 2 because there was not a quorum present at the September monthly meeting.

DIRECTOR'S REPORT:

The Audit report is identical to last year's report.

Circulation has a gradual drop, but the collection is growing. The Children's department is weeding its collection.

The Cranford Archive and WiFi usage is up.

Creative Bug, a database devoted to crafts with video tutorials is being explored as a purchase.

Ten Hotspots will be available for circulation.

ELibraryNJ is boycotting McMillan Publishing because of its policies between publishing dates and allowing libraries to purchase books

Grounds for Sculpture will no longer offer museum passes to libraries

Adult programs continue to be well attended

FINANCE REPORT:

No questions

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 Susan. All board members voted yes to accept and pay the bills as presented.

COMMITTEE REPORTS:

Audit: No Report

Finance:

Discussed in Director's Report

Building & Grounds:

DPW will replace lights in parking lot. Pat noted there is a broken flagstone at the front entrance.

The casement is scheduled to be cleaned out

Personnel:

A motion was made by Wayne and seconded by Susan to update job summary to approve work required: "2 examples of job descriptions with examples of work required"

Moving forward with Union negotiations

Grants & Gifts: The Ralph Errington Foundation gifted \$10,000 for children's programming. \$2,000 will be used for the Grand Opening of the Teen Space

Liaison to the Friends of the Library:

The recent Book Sale had a \$6,100 profit with 580 customers. The total for 2019 is \$31,722. The

next sale is Jan 9-11 The Friends continue to donate books to hospitals and other countries. The Union County Friends group met at our facility.

Policy: No Report

Public Relations:

Michael, Lauren and Kathy Queenan attended the Duck Race and made buttons for attendees. Lauren will be reading at Eastman Plaza on Saturday. The Cranford Library received an award for its Outreach to the Community activities.

Strategic Plan: No Report

UNFINISHED BUSINESS:

Will continue to work with Community Center on coordinating workshops. Still waiting for AED Training to be scheduled.

NEW BUSINESS:

A vendor was paid late due to Township policies. Michael will schedule a meeting with the Town Finance Officer to resolve this issue.

A discussion was held on closing early the day before Thanksgiving. A motion was made by Ann and seconded by Matt to close at 5PM on November 27, 2019. Michael is looking at possible Saturday holiday closings in 2020.

Michael will be out of town for a few days @October 31.

OLD BUSINESS:

None

ADJOURNMENT:

Beth made a motion to adjourn. The motion was seconded by Ann. All board members present voted yes. The meeting was adjourned at 8:25 PM.

The next meetings are on Wednesday November 20 at 7:00PM and Wednesday, December 18, 2019.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

