

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Nov. 16, 2016

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:03 PM in the Cranford Library.

Present:

Trustees: Ann Darby, Arline McCloskey, Pat Pavlak, Marge Shackell, Joe Starkey, Andrea Van Bergen

Staff: John Malar, Judy Klimowicz

Absent: Dr. Wayne Hayes, Judy Panagakos, Commissioner Patrick 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*, 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 Ann. Members of the board that were present all voted yes to accept the minutes as presented.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat complimented John on the new website and said it was very easy to navigate. She advised board members that the NJ Library Association will be having a meeting in the Cranford Community Center on December 13th at 8:00 AM to discuss the construction bond.

DIRECTOR'S REPORT:

Circulation: John reported that the average daily circulation was up. We reviewed the on-line charts. Most sessions were up. Searches had dropped, largely due to EBSCOhost. The number of eLibraryNJ book downloads continues to increase. It seems that seven of the most popular months for eLibraryNJ were in 2016.

Finance: John submitted the 2017 budget via an on-line method used by the township. However, there was no line on the form for terminal pay so this will have to be added before John can complete the form. John will hand in the capital budget this week.

Social Media: John advised that they did six Constant Contact mailings and the number opened has increased slightly. It was interesting to learn that a large number were opened on mobile devices. Our Facebook numbers are growing. There were 1,538 likes. We are number one in like with respect to Union County public libraries!

Programs: John went over the programs that had been held since our last meeting and gave an

overview of the programs that were coming up.

Website: John advised that the new website has been publicized. The only glitch so far is to have a form on-line for patrons to fill out that will be easy to use.

Active Shooter Training: John advised that the training took place on Oct. 26th. Detective Nazzaro walked through the library with John – inside and outside – and gave recommendations. John went over the suggestions with the board. One suggestion was to use the back door as an exit only.

TREASURER'S REPORT:

John advised that Judy had been in to review the bills and all was in order. Andrea made a motion to pay the bills. The motion was seconded by Joe. All board members present voted yes and the motion was approved.

COMMITTEE REPORTS:

Finance:

None.

Building & Grounds:

Andrea reported that the controls for the heating and cooling are hosted on the community center computer network. We are in the process of connecting to the community center network so that we will be able to access the heating and cooling control software. Andrea reported that there is a hole in the parking lot next to a sewer grate. The DPW will check this out and repair it. Also, during a recent rain it was noticed that the gutters are clogged. The DPW will address this as well.

Personnel:

None.

Grants & Gifts:

None.

Liaison to the Friends of the Library:

Marge reported that fundraising items continue to be sold at the desk. These will now include holiday pens. The total amount netted from book sales for 2016 was \$26,086 and there were a total of 2,557 customers. The next sale is January 4-7 and the Friends are considering doing a basket raffle at this sale. Susan reported on the Friends Week project. A table was set up in the library and volunteers provided information to patrons. Five new memberships were gained that week. John made his requests to the Friends and they were able to approve \$1800 of the programs. Items not covered this time will be revisited at a later date.

Policy:

None.

Public Relations:

John provided all board members with a list outlets where publicity about the library had appeared.

Long Range Planning:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Arline made a motion to adjourn. The motion was seconded by Andrea. All board members present voted yes. The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Marge Shackell

Marge Shackell
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Wednesday, December 21, 2016, in the library.