

**Cranford Public Library Board of Trustees  
Regular Meeting – November 20, 2019**

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: Susan, Burke, Ann Darby, Dr. Wayne Hayes, Matthew Jackson, Pat Pavlak, Kate Rappa

Staff: Michael Maziekien, Judy Klimowicz

**Absent:** Mayor Patrick Giblin, Arline McCloskey, Dr. Beth Rees

**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:**

Matt noted that in the second paragraph, there is a mention of “Greg.” There is no Greg on the Board. Pat will ask Arline to amend the minutes, and with that correction, the minutes were approved on a motion by Wayne, seconded by Matt.

**PUBLIC COMMENTS:**

None.

**COMMUNICATIONS:**

None

**PRESIDENT’S REPORT:**

Pat reported that the revised regulations for the Construction Bond were posted on November 1, with the amount raised to \$350 per square foot for renovations and \$500 for new construction. This is an improvement over the previous proposal. Michael estimates that our project would require \$750,000 for renovation and \$1,25 million for new construction. This would put us right on the line, depending on when applications are actually out and due back. The State expects awards to be made by April. Ann wondered what the consequences would be if our project went over the maximum. Michael feels we have a cushion in our budget to make up the difference, assuming it is not too much over. Pat feels the Township is supportive of the project and may have suggestions about the additional funding needed. When we have a better time line we can revisit with the Township; if they cannot help, we may have to scale back our project.

### **DIRECTOR'S REPORT:**

Michael reported that much of the month has been focused on getting ready for the new teen space. The print circ is down from last year, and the digital circ is down for the first time, though only slightly. Hoopla is still a powerhouse. He is just getting the new "Creative Bug" database up and running and feels it will be especially useful for teen space programs. Teen Librarian Stacey Shapiro attended NY Comic Con and is working on Printz Committee meetings. Notary services are in high demand, and we are trying to set up a better schedule, emphasizing that patrons should call ahead to be sure a notary is available. We currently have two notaries with one in training. Appointments seem like a good solution. As the teen space is completed, we will move tutors to tables by the magazines. We have more tutors than available seats. We want people to go upstairs for quieter space. We will not have tutors upstairs or in the new teen space during after school hours. Michael then took the Board members to view the rearranged stacks in the main room. Furniture for the teen area is coming in December, with the grand opening of the space slated for January 11. As a consequence of rearranging the area, Michael plans to replace the book drop in front of the building with a free standing one.

### **TREASURER'S REPORT:**

Kate reported that the bills had been reviewed and are in order. Susan moved, and Wayne seconded, the approval of the bill payment.

### **COMMITTEE REPORTS:**

#### **Building & Grounds:**

The casements outside the basement windows have still not been cleaned because the contractors found that the grates are welded shut. They can break the weld to do the cleaning, but they are not qualified to re-weld them. Michael will investigate whether they can be bolted instead, or if some other kind of cover might work.

#### **Finance**

None. Michael noted that Quick Books is up, with Lise loading all information. Matt suggested checking with vendors to be sure that their contact information is correct.

#### **Personnel:**

Union negotiations are ongoing. A mediator is being brought in.

#### **Grants & Gifts:**

None

#### **Liaison to Friends of the Library:**

The Friends are meeting tomorrow night. Their next book sale is in January.

#### **Policy:**

None.

**Public Relations:**

Noted in Director's Report – apart from the Community Calendar, coverage was slimmer during election season.

**NEW BUSINESS:**

None.

**UNFINISHED BUSINESS**

None

**OLD BUSINESS**

None.

**ADJOURNMENT:**

Kate moved, and Ann seconded, to adjourn at 8:30 PM.

Our next meeting will be on Wednesday, December 18, at 7 pm in the Raddin Room of the Library.

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Respectfully submitted,

Judy Klimowicz  
For Arline McCloskey, Secretary