

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – December 18, 2019

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:00 PM in the Cranford Library.

Present:

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

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 Beth to accept the minutes of the November regular meeting. The motion was seconded by Susan. Members of the board that were present at the meeting all voted yes to accept the minutes.

PUBLIC COMMENTS:

None. No members of the public community were present

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

No news to date has been received concerning the construction bond. Pat asked members to consider serving as a committee chair for next year.

DIRECTOR'S REPORT:

It has been a slow circulation month. Discussion held on usage decline. Discussion on library fine policy and its relationship to circulation.

Overdrive (ELibraryNJ) will expand ebooks available to Cranford residents especially bestsellers.

Director continues to monitor low use of some databases.

Children's department is collaborating with other businesses in town.

FINANCE REPORT:

Updated balance sheet for November were distributed to board members

TREASURER'S REPORT:

Kate reviewed the bills and all were in order. Matt 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.

COMMITTEE REPORTS:

Audit: No Report

Finance:

Will review fine income.

Matt, Michael and Pat will meet with township officials about library financing.

Building & Grounds:

New Teen Space furniture will be arriving soon. A freestanding exterior book drop will replace old as a safety issue

Personnel: No Report

Grants & Gifts:

A \$10,000 donation to the library was made by family of a long time staff member

Liaison to the Friends of the Library:

Friends group continue to support several programs.

January Book Sale is scheduled.

Policy:

Work in progress for Teen Space and the lending of Hot Spots policies

Public Relations:

Coverage in local sources were disappointing

Strategic Plan:

Michael noted that a major focus has been on outreach, the library environment, and expansion of professional development opportunities.

UNFINISHED BUSINESS:

Grand Opening of Teen Space to be January 11. Township officials are invited.

AED Training to be scheduled soon.

Michael recommended other library venues to the couple who requested having their

wedding/reception at our facility.

NEW BUSINESS:

Susan and Math will chair the Nominating Committee.

Pat proposed the 2020 calendar of library holiday closure dates. Susan made a motion to approve the calendar, Matt seconded the motion and all members present approved the calendar.

ADJOURNMENT:

Susan made a motion to adjourn. The motion was seconded by Matt. All board members present voted yes. The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary