

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Dec. 19, 2018

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: Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Susan Burke, Kate Rappa, Joe Starkey, Commissioner Giblin, Dr. Beth Rees

Staff: John Malar, Judy Klimowicz

Absent: None

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 Wayne to accept the minutes of the previous regular meeting. The motion was seconded by Susan. Members of the board that were present at the previous meeting all voted yes to accept the minutes as presented. Those absent at the previous meeting abstained.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat reported that Joe Starkey's term is up and he has requested that he not be reappointed. Pat thanked Joe for his ten years of service. Dr. Wayne Hayes's term is also up. Pat thanked Wayne for his years of service to the Board. Commissioner Giblin said 2 trustees will be named by the Township Committee in January and commended Joe for his ten years of service to the community as a member of the Library Board of Trustees.

Library Link NJ, responsible for the interlibrary loan distribution throughout the state, anticipates closing in 2019 due to lack of funds. Many libraries in the state are beginning campaigns to let their legislators know of the devastating effect of losing the interlibrary loan program.

There are 2 bills pending in the state legislature to restore state funding to libraries back to 2009 levels. Pat will send to Board members sample letters which can be mailed to legislators.

DIRECTOR'S REPORT:

Statistics show online sessions and searches are higher this year compared to last year. Social Media statistics continue to grow. Michael will set up a SnapChat account requested by the YA Librarian

The Budget was discussed. Ann questioned the health benefit numbers and Michael explained that the Town informs the Library of their contribution toward health benefits. The high energy cost was discussed and it is believed to be a PSEG correction. Michael will place \$5,000 in the Budget to be used for library program expenses.

Michael would like to place more focus during the meetings on the activities and programs in the YA and Children's Department. He has received positive feedback regarding the mental health awareness training the library staff received. All activities and programs have had good attendance and positive feedback.

Michael thanked Joe for his two terms as a Library Board of Trustee. Judy thanked Joe for his role as Personnel Chair.

TREASURER'S REPORT:

Joe reported that he had reviewed the bills and all were in order. Susan made a motion to approve the bills. The motion was seconded by Wayne. All board members voted yes to accept and pay the bills as presented.

COMMITTEE REPORTS:

Audit:

The completed Audit Report was given to all members. Michael stated that nothing appears negative in the report and he will ask the auditor for any specific recommendations.

Finance:

Covered during President's Report
Lise Sulley has asked for PD training in Quick Books

Building & Grounds:

HVAC repair was needed.

Personnel:

Will be discussed later in New Business

Grants & Gifts:

Marie Mastorakis has gifted \$1,000 to the Cranford Public Library

Liaison to the Friends of the Library:

Ann said that the last meeting was cancelled due to inclement weather. The annual party will be on December 20. The next Book Sale is January 9-12.

Policy:

Michael requests that the Board review the disruptive children policy in January. Michael will email the current policy to Board members.

Public Relations:

Michael provided all board members with a list of notices he had sent out.

Pat suggests that the list of publications be adjusted which the monthly meeting notice is sent to

Strategic Plan:

The updated plan was sent to all Board members. Michael has adjusted sections according to previous month's suggestions. Pat thanked the committee for all of the work put into updating the 3 year Plan. Joe made a motion and Susan seconded to adopt the Strategic Plan. All members in favor.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Commissioner Giblin said the Union County clerk office is looking for a place to demonstrate the new voting machines. The Board was agreeable to allow the location of the Library be used as a site.

He thanked the Board for developing a comprehensive Strategic Plan.

Michael informed the Board that due to prudent spending there is an excess of funds remaining in the 2018 expense account. Michael recommended placing the excess funds in a Capital Reserve Fund to be used for future unforeseen construction costs. Pat requested a resolution to approve the creation of a Capital Fund of \$65,000 to be used for capital project expenses. Joe made the motion, seconded by Wayne. All members voted in favor. Michael will contact the Township to obtain the excess funds to be deposited into bank account.

Michael stated the upcoming budget will allow for funds to replace/update equipment and furniture. Budget to be approved in January.

There are 3 administrative positions not in the union, and 1 staff member that has chosen not to join the union. Pat proposed a resolution of a raise of 2% effective January 1 to be given to the director, assistant director, and administrative secretary-2% being the raise given to union members according to contract. Wayne made the motion, seconded by Joe. All members voted in favor. Michael will consult with legal counsel regarding the legal standing of giving a staff member, who chooses not to be part of the union, a union negotiated raise. If legal council is affirmative, the raise will be retroactive to January 1.

Pat advised that a nominating committee was needed. Kate, Susan and Beth were selected to be on the committee. The nominating committee will present the slate of new officers at the January meeting.

Michael thanked all for a GREAT first year as Director.

ADJOURNMENT:

Beth made a motion to adjourn. The motion was seconded by Ann. All board members present voted yes. The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on January 24, 2019 in the library.