

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Dec. 21, 2016**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board Vice-President, Dr. Wayne Hayes, at 7:01 PM in the Cranford Library.

**Present:**

Trustees: Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Judy Panagakos, Marge Shackell, Joe Starkey, Commissioner Giblin

Staff: John Malar, Judy Klimowicz

Absent: Pat Pavlak, Andrea Van Bergen

**Open Public Meeting Announcement:**

Vice-President, Dr. Wayne Hayes, 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 Judy. Members of the board that were present all voted yes to accept the minutes as presented.

**COMMUNICATIONS:**

None.

**PRESIDENT'S REPORT**

None.

**DIRECTOR'S REPORT:**

Circulation: John reported that average daily circulation was down in all three categories compared to November of last year. We were open one more day in November 2016. Overall circulation was only down by 299 items. We reviewed charts 2 & 3. Sessions were up, as were retrievals and views. E-libraryNJ e-book and audiobook downloads were up as well.

Social Media: Our new website has been up for almost a full month. Our Facebook page has received 1027 likes as of the end of October. The main Facebook page and the teen page were merged and, as a result, we had 1539 likes as of the end of November.

Finance: John submitted the capital budget request on November 21. There has been no news as of yet.

Construction Bond Legislation: John advised that the State Assembly and Senate are currently considering a bill – The NJ Library Construction Bond Act (A222/S2171). This bill would

authorize \$125M in bonds to finance capital projects in public libraries. It would be a one to one match. John and Ann reported on the meeting they attended. The bill would need to be passed before July 2017 in order to make it onto the November 2017 ballot. Since we are currently looking toward a major expansion of the Children's Room with an estimated cost of \$1.5M, the approval of this bond would reduce the cost to the Township from \$1.5M to \$750,000. A sample letter for mailing to Sen. Kean, Assemblyman Bramnick and Assemblywoman Munoz was provided in the board packet. Also in the board packet were sample resolutions and an informational flier regarding the legislation.

Other: John recapped the programs that had been held since our last meeting. He also gave an overview of the programs that will be coming up. The next scheduled book sale for the Friends of the Library will be January 4-7.

**TREASURER'S REPORT:**

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

**COMMITTEE REPORTS:**

**Finance:**

None.

**Building & Grounds:**

John reported that the lock on the front door had broken and that is why there is a sign to use only one door right now. John is waiting for quotes on the repair. There was a leak from the roof recently and the director of the DPW recommended a repair company. The company checked the problem and was able to fix it.

**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. As John had mentioned, the next book sale is Jan. 4-7. John presented a list of requests and the Friends agreed to finance what they could at this time. The remainder of items will be addressed at the next meeting.

**Policy:**

None.

**Public Relations:**

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

**Long Range Planning:**

None.

**UNFINISHED BUSINESS:**

Wayne provided all board members with a copy of his proposal for the new staff handbook. Wayne would like feedback from the board members as to whether he is on the right track. There was discussion about what should be included.

**NEW BUSINESS:**

John and Ann reported that they had attended the recent NJLA meeting that was held in the Cranford Community Center. The NJLA had a slide presentation about the library construction bond. Ann gave a recap of what was covered. Sample resolutions used by other towns were provided. If passed, there will be a referendum on the ballot in November. It is for \$150M. Two Union County freeholders attended the presentation – Bruce Bergen and BJ Kowalski. The League of Municipalities has endorsed it. It would be a one to one match. Judy made a motion to proceed with a resolution to the Township Committee. The motion was seconded by Marge. All board members present voted yes to proceed with the resolution.

Wayne advised that a nominating committee was needed. Ann, Joe and Andrea were selected to be on the committee. Judy made a motion to accept the committee as listed. The motion was seconded by Marge. All members present voted yes and the committee was accepted. Currently the terms for Pat and Marge will be up as of December 31. John requested that they both be reappointed but has not heard anything back yet.

**ADJOURNMENT:**

Arline made a motion to adjourn. The motion was seconded by Joe. All board members present voted yes. The meeting was adjourned at 8:02 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, January 25, 2017 in the library.