

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – December 21, 2017

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 Community Center.

Present:

Trustees: Pat Pavlak, Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Judy Panagakos, Marge Shackell, Joe Starkey, Susan Burke, Andrea Van Bergen

Staff: John Malar, Judy Klimowicz

Absent: Deputy Mayor Giblin

Open Public Meeting Announcement:

President, Patricia 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:

Pat made a note that the previous month's minutes had the wrong date. The correct date of the last meeting was November 16, 2017. A motion was made by Pat to accept the corrected minutes of the previous regular meeting. The motion was seconded by Joe. Members of the board that were present all voted yes to accept the minutes as corrected. A motion to accept the minutes of the closed session on November 16 was proposed by Wayne and seconded by Joe.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat informed the Board that the bill known as the Johnson Bill is waiting to be signed by the Governor. It allows public libraries to ask for voter approval on the ballot for funding if the town does not approve their request for additional funding. The ballot question would be for a one time use only. Criteria for the voter approved Construction Bond is being developed.

Pat announced that this is John's last meeting as Library Director. She noted that John has been "nothing but a delight and pleasure to work with. We have been very fortunate to have John as a director for all of these years and commend all he has done for the benefit of the Library and many thanks for his service to our community. We will miss you and wish you the best of luck"

John thanked Pat and the Board and made a special reference of gratitude to Judy Klimowicz for her long tenure and all of her help during her years of service.

DIRECTOR'S REPORT:

Circulation

The Library was open the same amount of days in both November 2016 and 2017. Average daily circulation was down with respect to children's and adult materials, but average daily circulation of YA materials was up. Total circulation declined from 19,012 to 17,091.

Chart 2 – Sessions, Searches, and Views/Retrievals

Sessions

Overall, the number of online sessions was up over November 2016. The number of Cranford Archive sessions dipped considerably; on the other hand, the number of public Internet and Wi-Fi sessions increased considerably.

Searches

The total number of searches was down somewhat, which was mostly due to decreases with respect to the Cranford Archive and World Book. For some reason, World Book, which is not one of our most popular resources, was used heavily in November 2016 but not in November 2017. On the plus side, searches of America's News and the Historical New York Times were up a good deal.

Retrievals/Views

Retrievals/Views were also up, thanks to the large number of views of the America's News, the Cranford Archive, HeritageQuest, and TumbleBook Library.

Despite the increase in the number of views of the Cranford Archive, the number of unique users declined a bit from 88 to 81. The number of "distinct clients" using the Wi-Fi increased from 619 to 825.

Chart 3 – Misc. Categories, Social Media, and Email Services

eLibraryNJ

The number of eLibraryNJ downloads were down somewhat from November 2016. 617 items were checked out.

hoopla

There were 260 hoopla checkouts in November and 86 patrons using the service.

The average number of checkouts in the previous 8 months was 231. The 260 checkouts is the highest since we began the service in February. The previous high was October, which was 255.

The breakdown for the 260 checkouts:

- 99 audiobooks
- 79 ebooks
- 34 music albums
- 28 movies
- 14 comic books/graphic novels
- 6 TV shows

The cost to the library for the hoopla downloads for the month was \$518, or an average of \$1.99

per download.

Programs

Since the last board meeting:

- Literary Café sessions on November 18 and on December 9
- Theater Project play reading on November 18
- Foreign film screenings on November 20 and December 4
- Readers' Forum on November 27 and December 18
- Lecture on Bob Dylan on December 6
- Lecture on the Rolling Stones on December 11
- The Belle Tones on December 16 (105 attended)
- Irena Sendler: Rescuing the Rescuer yesterday evening

2018 Programming

The monthly foreign film series is scheduled to continue in January and February.

Michael knows that and then, after that, it will be up to him and the Friends of the Library about whether to continue with it.

John took over running the monthly Literary Café sessions after Sally Hanford retired at the end of September. Michael knows about the program and it will be up to him as to whether he will continue with it. The people who attend are very much interested in seeing it continue. John has an email list of the people who attended the November and December sessions, which he will give to Michael, so that he can let them know about the status of the program.

The Theater Project Play readings will continue, at least through April 2018. It will then be up to Michael to request sponsorship from the Friends for any further readings.

The Readers' Forum will continue. It is pretty much self-sustaining and doesn't take much oversight from the library. Michael will just have to come up with the dates and do some PR.

There will be a Dixieland music performance by the Florian Schantz Jazz Combo on January 24. The performance is funded by a HEART grant from the county that was obtained by the Combo, so there is no cost to the library or to the Friends.

The Friends will be sponsoring an Irish poetry and music program on March 14. Local poet and Friends member John McDermott will read poems by Irish authors and a harpist/singer named Michele Mountain will provide the music.

There are three programs that the Friends have agreed to sponsor that have not yet been scheduled. Michael knows about them and will schedule them. ("Agents of Change: Famous Women in NJ History"; "Go, van Gogh!"; classical guitarist Robert Dopira).

New Director

Michael and John met for two days earlier this month. They have also been in touch by email. John has been making notes for him and stressed that the notes state how he ran things, not how Michael should run things. John also told Michael to contact him any time with questions.

New Administrative Secretary

Lise Sully accepted the offer of the position of Administrative Secretary. Bev's last day is January 19 and Lise will start on January 22. Lise has met with Bev twice, so far and will meet with her a few more times before Bev leaves.

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Finance:

2018 Operating Budget

John has begun work on the 2018 operating budget. He has a rough draft, but cannot go any further until the township gives him numbers on pension payments and medical benefits costs. John emailed the CFO again about it today.

2018 Capital Budget

John emailed the CFO again to ask about the deadline for capital budget requests and, also, how we would go about making such requests.

Building & Grounds:

No report

Personnel:

Our new Director is ready to begin, having met with John. John is compiling helpful notes for Michael.

Grants & Gifts:

John has informed Michael of the donations toward the Children's Room in memory of Virginia Darby, mother of Board member Ann Darby.

Liaison to the Friends of the Library:

The Friends announced that the total for Book Sales during 2017 was \$29,135 serving 2,000 customers. They set the dates for the 2018 Book Sales. A children's poetry program in April is being planned. Their Activity Book is available at the Circulation Desk.

Policy:

No report

Public Relations:

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

John mentioned in his report the recent communications concerning library events and news

Long Range Planning:

No report

UNFINISHED BUSINESS:

No report

NEW BUSINESS:

A nominating committee for new officers was formed consisting of Ann, Joe and Susan. Andrea has opted not to be reappointed by the town to continue on the Board. Pat thanked Andrea for her service.

ADJOURNMENT:

Pat wished all Happy Holidays. Ann made a motion to adjourn. The motion was seconded by Wayne. The meeting was adjourned at 7:37 PM.

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, January 25, 2018 in the Community Center. At that meeting the calendar will be set for the year.

Respectfully submitted,

Arline McCloskey

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Secretary