

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING –
Thursday, January 25, 2018

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:10 PM in the Cranford Community Center.

Present:

Trustees: Pat Pavlak, Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Judy Panagakos,
Joe Starkey, Susan Burke, Kate Rappa

Staff: Michael Maziekien, Judy Klimowicz

Absent: Commissioner 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:

A motion was made by Ann to accept the minutes of the previous regular meeting. The motion was seconded by Wayne. Members of the board that were present all voted yes to accept the minutes as presented. Kate abstained.

COMMUNICATIONS:

Michael has received many well wishes in the beginning weeks as the new Cranford Library Director.

PRESIDENT'S REPORT

Pat thanked all board members for their confidence in asking her to continue as our Board President. She welcomed Kate and Michael to their first Board meeting. She reported that Andrea chose not to continue on the Board and the Township Committee chose not to appoint anyone to the position of associate trustee. Thus, Marge's position as associate trustee (a one year position) was completed. Marge will continue her work with the Friends of the Library. The Library Construction Bond is being finalized.

DIRECTOR'S REPORT:

Michael noted that circulation figures were down compared to last year. He will try to link programs to circulation to increase the numbers. There are databases such as Pronunciator, which

are being underutilized and it was suggested that a campaign to market them in order to increase use be started. Hoopla continues to be very popular and the figures will have to be watched so it doesn't become costly. It was suggested that patrons not be reminded if they have unused "Hoopla checkouts" or limit the number of checkouts per patron to less than 5 a month.

Michael worked with Bev to be sure all of the financial accounts were in order before her retirement.

Judy will report beginning next month of events in the children/teen area.

Michael gave each Board member an updated membership list.

Before leaving, John had prepared a budget for 2018. Michael has some changes to the budget which will allow an increase in hours and additional staff. Pat mentioned that when she met with Commissioner Giblin he expressed the Township Committee's wish that the library be open on Sundays. Pat asked Michael if the budget would allow for Sunday hours beginning in the fall, and he said, "Yes". There was discussion on the Sunday opening and it was suggested that a marketing research survey be done to explore citizen interest and tutors be asked for their opinion.

The Board agreed to expanded hours to include Thursday evenings and Saturday from 10-5pm beginning in March. It was proposed to limit Saturday hours in the summer to 10-2pm

Michael also proposed to add 2 additional part time positions (10 hours each) to handle Reference area.

Library Expansion: Michael will meet with the architect to discuss the children room expansion project and get more up to date costs. He has money in the current budget to pay for architectural drawings needed for the application. The Library Construction Bond has \$125 million in its fund and it is unknown how the funds will be allocated. Much discussion was held on the reasons for the expansion which must be portrayed to citizens. Points included:

- We have the staff but not the space to serve our young patrons
- We have demonstrated need for an expansion
- We are underserving our population
- We should have a state of the art facility for our town's children
- It is investment for our town
- The current space is not module to meet current and future needs
- The shelves are too high
- There is not enough room for our collection

Moving forward it was suggested:

- Speak to local groups and clubs such as Rotary and Newcomers about project
- Meet with Commissioner Giblin to discuss project

The Board was in agreement to move forward with the expansion project/Library Construction Bond application

TREASURER'S REPORT:

Judy reported that she 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 present voted yes to accept the bills as presented.

COMMITTEE REPORTS:

Finance: Judy suggests to digitize the bill payments to allow for online billing.

Building & Grounds: None

Personnel: Joe welcomed Michael as the new Library Director. Beverly Bobertz retired and Lise Sulley has begun in her position of Administrative Secretary

Grants & Gifts: None

Liaison to the Friends of the Library: The January Book Sale broke records, making close to \$8,000. Their membership drive is ongoing. Their next Book Sale is March 7-10
Policy: The feasibility of Sunday hours will be explored

Public Relations:

Michael provided all board members with a list of notices he had sent out.
Michael mentioned in his report the recent communications concerning library events and news

LONG RANGE PLANNING: None

UNFINISHED BUSINESS: Judy mentioned a Book Drop she saw in California for book donations. Ann will mention this idea to the Friends Group

NEW BUSINESS:

2018 Holiday Schedule is set as follows:

Closings: January 1, January 15, February 19, March 30, March 31, May 26, May 28, July 4, September 1, September 3, October 8, November 22, December 25

Employee Comp Days: February 12, November 6, November 12

Early Closing: December 24 (1pm), December 31 (5pm)

ADJOURNMENT:

Ann made a motion to adjourn. The motion was seconded by Wayne. All present voted in favor. The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Arline McCloskey

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Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, February 22, 2018 at 7:00pm in the Cranford Community Center