

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – March 26, 2020

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 6:47 PM on a teleconference call.

Present:

Trustees: Pat Pavlak, Wayne Hayes, Arline McCloskey, Matthew Jackson, Susan Burke, Kate Rappa, Beth Rees, Ann Darby, Kathleen Miller Prunty (Liaison to the Township Committee)

Staff: Michael Maziekien, Judy Klimowicz

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.

Phone Number: 425 436 6376 Code: 804196# Time: 6:45PM

Minutes of the Previous Meeting:

A motion was made by Matt to accept the minutes of the February 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.

A motion was made by Beth to accept the minutes of the executive closed session on February 27, 2020. The motion was seconded by Kate. Members of the board that were present at the executive closed meeting all voted yes to accept the minutes.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat thanked the Board for their flexibility for meeting tonight on a teleconference call. She commended Michael, Judy and the Library staff for their cooperation during this difficult time. She asked that they communicate the Board's appreciation to the staff.

DIRECTOR'S REPORT:

Michael noted that the Township has been very cooperative.

.Michael gave an update on the staff's activities while working from home, noting that the staff is fully engaged. Activities include viewing webinars, developing online programs, giving social media updates, answering patron emails, and managing the spring reading program. He noted that the Reference department is setting up an online chat service.

Financial matters are being take care of.

Jeff is checking the library building every day, taking proper safety precautions.

Michael is hopeful to hold programs using Zoom, and is working out logistical issues.

The Newsletter has been sent out to residents detailing library services.

Hoopla is being well used.

Kathleen thanked the Staff for their tremendous dedication and creative, innovative outreach to community and their efforts are much appreciated. She noted that the character of Cranford is its people serving the public.

Discussion was held and Michael noted that variables are being handled as they occur. He commended Judy for handling the day to day activities with the staff, leaving him to deal with unforeseen issues.

The Construction Grant application has had an extension to June 6, 2020.

The Library reopening will depend on Cranford Schools reopening day.

TREASURER'S REPORT:

Kate reviewed the bills and all were in order. Pat asked for a motion to pay the bills. Wayne made a motion and was seconded by Ann. All board members voted yes to accept and pay the bills as presented.

COMMITTEE REPORTS:

Audit:

No Report

Finance:

- All fines are currently frozen, and no fines are accruing. Staff unblocked patrons with outstanding fines so they are able to use online services. In addition, staff unblocked until June 2020 the last 10 years of expired cards so these patrons can utilize online services.
- Our bank's local branch is closing in May. Michael is looking into other local banks in order to move our accounts.

Building & Grounds:

Beth asked if there were plans for a deep cleaning and sanitizing of the Library building before it reopens. Michael will get a quote from the carpet cleaning company used in the past.

Personnel:

Negotiations are at a standstill

Grants & Gifts:

No Report

Liaison to the Friends of the Library:

The March Book Sale was cancelled. The Friends are exploring the option of having some programs via Zoom for patrons to enjoy remotely.

Policy:

Wayne is available to update any policies as needed.

Public Relations:

No Report

Strategic Plan:

No Report

UNFINISHED BUSINESS:

Michael will get information on switching Library accounts from one Bank to another.

NEW BUSINESS:

There is currently no date to reopen the Library building.

Pat thanked the Board for being flexible. There is no decision yet on the location of the April meeting.

ADJOURNMENT:

Kathleen made a motion to adjourn. The motion was seconded by Ann. All board members present voted in favor. The meeting was adjourned at 7:29 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

