

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – April 23, 2020**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:04 PM via Zoom

**Present:**

Trustees: Pat Pavlak, Wayne Hayes, Arline McCloskey, Matthew Jackson, Susan Burke,  
Kate Rappa, Beth Rees, Ann Darby,

Staff: Michael Maziekien, Judy Klimowicz

Absent: Kathleen Miller Prunty (Liaison to the Township Committee)

**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 and on website.

Phone Number: 646-876-9923 or Zoom: us/j/465444695 Code:902034

**Minutes of the Previous Meeting:**

A motion was made by Anne to accept the minutes of the March regular meeting. The motion was seconded by Beth. Members of the board that were present at the meeting all voted yes to accept the minutes.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

Pat commended Michael, Judy and the library staff for their cooperation during this difficult time and keeping the library accessible virtually to its patrons. She asked that they communicate the Board's appreciation to the staff.

Pat reminded Board members that their Financial Disclosure Form is due April 30.

Work on the construction bond is moving forward and the application is due June 6.

**DIRECTOR'S REPORT:**

.Michael gave an update on the staff's activities while working from home, noting that the staff is fully engaged. Activities include viewing webinars and online training, developing and holding online programs, giving social media updates, answering patron emails, sending out weekly online updates and newsletter. He noted that the reference department is staffing an online chat room. The library staff has a weekly Zoom meeting.

Financial matters are being taken care of. Michael has budgeted to purchase Cranford patron use only copies of materials in ELibraryNJ, to help alleviate waiting time. Databases not well used will not be renewed for budgetary reasons.

Michael is exploring the purchase of Plexiglas at the circulation desk.

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

Programs using Zoom are well attended, with the library platform capable of having 500 participants.

Hoopla is being well used, with April on track to seeing more new users than the entire past year. It is anticipated this will be a higher cost to the library.

The State of NJ is allowing Remote Notary Service. The Library is looking into attaining the service. It will be publicized locally as a way to assist Cranford residents.

The question of how the library will function in the early days of reopening with social distancing policies still in practice is being discussed. Michael suggests continuing the online services/programs newly being offered. Health and safety issues may require policy statements, such as offering masks to patrons. Other discussion points included: cleaning of returned materials, rearranging the library physical space, deep cleaning of building interior, utilizing the glass foyer as a pick up/drop off zone. Pat noted that library associations are offering guidance to reopening practices.

Michael noted that patrons are using the library Wi-Fi on its exterior, and they need to be aware of social distancing.

Michael appreciates the support of Cranford Township, library staff, and the Board.

#### **ASSISTANT DIRECTOR REPORT:**

Judy attended a consortium meeting online attended by local libraries. The children's summer reading program will be held, continuing with digital reporting that began last year. Programs will be different as they anticipate no large group gatherings.

#### **TREASURER'S REPORT:**

Kate noted there were no new expenditures.

#### **COMMITTEE REPORTS:**

##### **Audit:**

No Report

##### **Finance:**

Michael and Matt will discuss next week moving our accounts to a new bank

**Building & Grounds:**

If building access is necessary, only one staff member is being allowed into the building at a time

**Personnel:**

Staff is doing well

**Grants & Gifts:**

No Report

**Liaison to the Friends of the Library:**

The group hopes to hold their next meeting via Zoom Programs are being held with online access

**Policy:**

Wayne noted he is available to update policies as temporary transition or long term as necessary

**Public Relations:**

No Report

**Strategic Plan:**

No Report

**UNFINISHED BUSINESS:**

Negotiations are not occurring.

**NEW BUSINESS:**

No

**OLD BUSINESS:**

No

**ADJOURNMENT:**

Wayne made a motion to adjourn. The motion was seconded by Anne. All board members present voted in favor. The meeting was adjourned at 7:48 PM.

Respectfully submitted,

*Arline McCloskey*

Arline McCloskey

Secretary