

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – May 28 , 2020

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:02 PM via Zoom

Present:

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: None

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.

Zoom Link:

<https://us02web.zoom.us/j/88629444282?pwd=aWpRa3RPVGorYjBWa2MwMllsaFJldz09>

Code :902034

Minutes of the Previous Meeting:

The April minutes were corrected to reflect the due date for the construction bond to be June 5, not June 6. Ann made a motion to accept the corrected minutes, seconded by Wayne. Members of the board that were present at the April meeting all voted yes to accept the minutes- Kathleen abstained as she was not present at the April meeting.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat expressed condolences on the passing of Michael's father. She commended Michael for his diligent work on formulating a reopening plan and completing the grant application. She gratefully acknowledged Michael and staff for all of their work under less than ideal circumstances.

Kathleen noted she has been involved with reopening plans with the Township and mentioned that the Library Reopening Plan document is extraordinary. She has referred other township departments to its professional well thought out content.

DIRECTOR'S REPORT:

Michael expressed gratitude to the staff who are dedicated to running the library virtually and thanked Judy for her leadership and assistance.

Circulation numbers are understandably very low. Digital services are being heavily used, especially Hoopla, Tumblebooks, and the Cranford Archives

Financial purchases have been minimal. The bills are being paid from the revolving account

Programs using Zoom are well attended, with an average attendance of 30+

ASSISTANT DIRECTOR REPORT:

TREASURER'S REPORT:

Kate said all is well. Susan made a motion to pay the bills, Wayne seconded. A roll call vote was held and all voted yes to pay the bills.

COMMITTEE REPORTS:

Audit:

No Report

Finance:

No report

Building & Grounds:

A comprehensive reopening plan will be discussed in New Business

Personnel:

Wayne asked about the health and welfare of the staff. Michael and Judy affirmed that the staff is doing well and handling the current situation.

Grants & Gifts:

The Union County Board of Freeholders are donating masks to Cranford, with the library to receive a portion of the donation. Masks are also to be donated by Angelia Garcia of the Why-Not.com Group. Hand sanitizer is expected to be donated by Jeff Barlow of JackRubenstein LLC

Liaison to the Friends of the Library:

A recent meeting was held via Zoom. They will continue to support planned programs through the summer including the theater project, story time yoga, and dance and movement class for children. Because the carnival will not be held this year, the summer online reading program will have an incentive challenge. When the milestone is reached, the Friends will commit \$2,000. to a new Early Literacy Space in the children's room. The June Book sale has been cancelled and future book sales will be in accordance to the restoration of library services.

Policy:

To be discussed in New Business

Public Relations:

No Report

Strategic Plan:

No Report

UNFINISHED BUSINESS:

No report

NEW BUSINESS:

Michael shared the checklist of the grant application documents that are ready to be uploaded He feels everything is compliant and complete. Wayne and Pat thanked Michael for his efforts under very difficult circumstances. Michael thanked the Township especially the Township Clerk office and the County of Union for their assistance in finding the original deed. These documents will be placed in archive file.

Michael read from the proposed resolution: “Resolution of Intent to Provide Matching Funds Pursuant to the Rules Governing the New Jersey Library Construction Bond Act”

Pat asked if anyone had any questions pertaining to the resolution. Wayne made a motion to approve the resolution, Kathleen seconded it. A roll call vote was held and everyone present voted yes to approve the passage of the resolution.

Kathleen shared that Governor Murphy will be announcing a phase 2 reopening soon, which may include municipal buildings and libraries.

The document of the Cranford Public Library Phased Reopening plan was discussed. It is tailored to our community. Michael noted that temperature checks of employees can't be mandated but if an employee feels ill they must go home. It is recommended that staff be tested before returning to work. Pat suggest posting the plan on social media so the public is aware of limitations. Kathleen suggested that a Facebook statement by Michael concerning the planned reopening be planned. There was discussion on the placement of the book bins to collect returns. Michael has checked with our attorney and we are in our rights to expect patrons to wear masks. Michael has ordered signage through the Township
Pat noted that the reopening plan is a flexible document which is adjustable according to need, and still provides services. It was suggested limiting moving from phases until after a board meeting

A resolution was drafted:

Policy Regarding Personal Protective Equipment

“To protect the health and safety of staff and patrons masks or face coverings are required for all patrons using onsite library services. Patrons must also obey social distancing guidelines as defined by the CDC. (Center for Disease Control & Prevention). Patrons who do not comply

with this policy may be asked to leave the library. In addition, all staff members are required to wear a mask or face covering and gloves during their scheduled work hours.”

Pas asked if there was any discussion pertaining to the proposed policy. Matt made a motion to approve the policy, Beth seconded it. All present were in favor and voted yes to approve the policy (Susan was not present for approval)

Pat asked for approval of the Reopening Plan as a working document. There was a question pertaining to pickup of ordered books, if someone could pick up another patron’s books as a courtesy. Michael will check with circulation department. Kathleen made a motion to approve plan, Ann seconded it and all present approved the plan (Susan was not present for voting)

Kathleen noted the CARES Act has provided money to Union County. Towns can apply for reimbursement of expenses such as the purchase of Plexiglas dividers, signage etc.

OLD BUSINESS:

No

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Ann. All board members present voted in favor. The meeting was adjourned at 9:23 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary