

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – June 25 , 2020

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:03 PM via Zoom

Present:

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: Kate Rappa- Wi-Fi difficulties

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/83569832963?pwd=Qk51M1lvZS83ajhNT0NyVWlIZUdGZz09>

Password: 224226

Minutes of the Previous Meeting:

Anne made a motion to accept the May minutes, seconded by Matt. Members of the board that were present at the May meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat welcomed the library staff back to the library workplace. She thanked Michael and Judy for their services to keep the library running while physically closed.

DIRECTOR'S REPORT:

Michael expressed gratitude to the staff who were dedicated to running the library virtually and thanked Judy for her leadership and assistance. He thanked the Board for their support and gave credit to the staff for their flexibility to learn new positions and the Reopening Phase began. Digital services are being heavily used, especially Hoopla and eLibraryNJ

Children and Teen Summer Reading Programs are running, the Adult is still in progress as prizes

are being sought.

The Library Reopening is occurring in stages as discussed at last month's meeting. Michael thoroughly explained staff roles and responsibilities and how circulation will occur as outlined in The Cranford Public Library Phased Reopening plan. Library hours will be Monday-Tuesday-Thursday-Friday 11-7 and Wednesday 11-2/4-9.

A Board member's question on the procedure for picking up another person's items is still being studied.

Plexiglas barriers and the major order of PPE have not been received yet. The staff needs time to assimilate to the new routines. At this time it is premature to set a date for public entering the building, even in limited numbers. It is hopeful that at the next board meeting a date can be set for reopening the building to the public in numbers in accordance to the governor's directives.

Cranford's decision to wait is similar to other area libraries.

Michael mentioned that the Union has asked for mandatory temperature checks, and the staff is happy to oblige.

ASSISTANT DIRECTOR REPORT:

Judy noted that the staff has been great overcoming any obstacles that occurred during this time.

TREASURER'S REPORT:

Kate reviewed the bills by email and all is well. Wayne made a motion to pay the bills, Kathleen seconded. A roll call vote was held and all present voted "yes" to pay the bills.

COMMITTEE REPORTS:

Audit:

No Report

Finance:

As Zoom is not taking invoices at this time, Michael put in to be reimbursed for the service Anne asked if there has been any savings due to the building being closed. Michael says it is about even, some expenses such as the book order is on hold, and however ebook orders have been placed. The Library is applying for reimbursement for expenses such as PPE, and Plexiglas from CARES and FEMA funding sources.

Building & Grounds:

The new signage has been posted. Working areas of the library have been created in order to keep staff safe.

Personnel:

Susan noted that Michael has thoroughly worked on keeping staff salary stable as some have seen a reduction in part time hours. Full time staff are documenting their activities. Michael is keeping 8 staff members maximum in the library at a time.

Grants & Gifts:

No Report

Liaison to the Friends of the Library:

A recent meeting was held via Zoom. Recent Book Sales have been cancelled. The next meeting will be in September.

Policy:

The Health Emergency Plan was presented as a working document of future protocol. Board and staff will study it this upcoming month and it will be addressed at the July Board meeting.

It was suggested that a Policy is needed for Virtual Programs

Public Relations:

Michael is gradually sending out press releases to usual sources as not to overwhelm the public and staff. The public will be informed of the Reopening Phased plan and estimated target date of reopening the building to the public in accordance to governor's mandates.

Strategic Plan:

No Report

UNFINISHED BUSINESS:

No report

NEW BUSINESS:

Michael sent out a statement on establishing an environment within the Library of antiracism. The statement clearly laid out an action plan affecting all aspects of the Library. Michael thanked the Board for their support and noted he has already seen a positive ripple effect with the community favorably responsive. Wayne thanked Michael for his concern and leadership. He noted our Strategic Plan is in line with the recent statement. Pat stated that the Library's inclusive nature makes it appropriate for the Library to take a leadership role to create better understanding and having a more informed population.

OLD BUSINESS:

No

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Kathleen. All board members present voted in favor. The meeting was adjourned at 8:30PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

Please click the link below to join the webinar: