

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – July 23 , 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, Kate Rappa

Staff: Michael Maziekien, Judy Klimowicz

Absent: Deputy Mayor 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.

Zoom Link:

<https://us02web.zoom.us/j/87108413416?pwd=SGRnbkloajNEMjEvMINiYmNQRmg5Zz09>

Passcode: 224226

Minutes of the Previous Meeting:

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

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat thanked the library staff for their flexibility and expressed her gratitude for the smooth transition to the grab and go circulation system recently begun.

DIRECTOR'S REPORT:

Michael noted the May circulation report spike was due to the automatic renewals. Database trends are the same as recent months specifically eLibrary and Hoopla continue to increase. The library began new circulation on June 28. The book drops are open and books are being returned at a steady rate. Returned items are being quarantined for one week. Michael described the newly begun “Grab and Go circulation” noting it has had a successful first week. Staff has been able to keep up with requests and patrons have been gracious, following our safety protocols.

Discussion on the safety gates was held, currently they are turned off and a printed receipt is being given with checked out books rather than utilizing an applied date due sticker.

Staff temperatures are being taken daily. Michael will create a memo regarding using sick time if staff have an elevated temperature or have been exposed to the virus. After library attorney review, Michael will send memo to staff outlining their health rights with the current information available.

He particularly noted the library staff has been exemplary with their new workload and responsibilities. Patrons have been overwhelmingly positive with the few exceptions of those wanting to spend the day within the library building.

Michael is in contact with area libraries as to their reopening time frame. The next services to be restored will be access to library's computers and printing/copying services. Michael described his plan to begin offering (by appointment only) computer session, highlighting the safety protocols. It is planned to begin in early August, with (8) 45-minute sessions daily using our chromebooks- one user at a time.

Michael met with Board member Kate's group, the Cranford Township Equity and Inclusivity Committee. The Cranford Library is able to contribute to this initiative through the Library's Zoom platform and access to author presentations.

{A description of this initiative has been taken from the Union News Daily (online) edition July 12, 2020. "The purpose of this initiative is to come together as a community to first, examine and identify current strengths, weaknesses and opportunities that will advance our efforts; second, determine a shared vision of inclusivity for our community; and three, formulate a strategic plan, inclusive of goals, objectives and actionable steps, that will, ultimately, realize our vision for an equitable and inclusive community. In the end, we hope to increase knowledge and improve communication among different cultures throughout our township."}

The Library Board thanked Michael and Judy for their leadership and expressed gratitude to the entire staff.

ASSISTANT DIRECTOR REPORT:

The children's summer reading program response has been slow. Circulation records show that children's books are being circulated.

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Audit:

No Report

Finance:

Michael set up online banking with Ocean First. The auditor will be arriving and Michael is looking for an isolated area for their task.

Building & Grounds:

The HAVC system has a high volume of outside air circulated, which is in accordance with suggested requirements. Michael is looking into any other improvements that can be made.

Personnel:

No report.

Grants & Gifts:

The construction grant committee is reviewing applications, possibly to begin announcing awards in September.

Liaison to the Friends of the Library:

The group will be able to support programs they have already committed to despite not having new income from cancelled book sales. The next meeting will be in September.

Policy:

The Health Emergency Plan was presented to members. Our library attorney will review the document and it will be voted on at the August meeting.

Public Relations:

Michael is gradually sending out press releases to usual sources as not to overwhelm the public and staff.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Pat reached out to the School Superintendent office offering to help with library resources. She spoke by phone with Sue Ritter, Supervisor of Language Arts/ Media, K-12. The library will work with the schools to utilize the library collection of eBooks for their curriculum needs. The schools will promote every student obtaining a library card.

There is no date set to reopen the library building to the general public. Currently the township municipal offices are open by appointment only, and the Cranford community center remains closed. Michael is looking into partnering with the community center on shared virtual programs.

OLD BUSINESS:

None

ADJOURNMENT:

Beth made a motion to adjourn. The motion was seconded by Susan. All board members present voted in favor. The meeting was adjourned at 8:21 PM.

The next meeting will be on August 27, 2020

Respectfully submitted,

Arline McCloskey

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Secretary