

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – August 27 , 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, Beth Rees, Anne Darby, Kate Rappa, Deputy Mayor
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 and on website.

Zoom Link:

<https://us02web.zoom.us/j/88300536451?pwd=a1BzRXM0aTFwM04xNEZkejBZZy9wdz09>

Passcode: 224226

Minutes of the Previous Meeting:

Kathleen made a motion to accept the July minutes, seconded by Kate. Members of the board that were present at the July 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. She commended Michael

for his thought and efforts to continue library operations.

Pat informed the Board about the NJ Trustee Association Conference to be held virtually on October 17, 2020. Attendance will fulfill the state requirements of trustee continuing education and there will be workshops throughout the 4 hour event. There is a flat fee of \$25.00 per library this year.

DIRECTOR'S REPORT:

Michael updated the board on circulation statistics. Hoopla increased from 381 (2019) to 707 (2020) and eLibrary 1,144 (2019) to 1,467 (2020).

In- library use of computers for patrons has not begun as of yet due to several factors including plexiglass dividers not being received, and the technology challenges of clearing out data between users

The building's air quality has been tested and our system brings in sufficient outside air. Three free standing HEPA filtration systems have been ordered for closed in work spaces.

The Library is taking advantage of the funding available from Union County

Using donated books, "gift bags" of popular authors are available for free in the front foyer.

Currently the staff is fulfilling over 100 requests for books, and Michael thanked Judy and the staff as workloads have been adjusted among the staff.

Grab and Go supplies for crafts are being offered by the Children and Young Adults departments

Michael is working on Speakers Programs to be offered to the community through the Library's Zoom platform.

Much discussion was held on the plan to reopen the front portion of the library to library patrons. The space is being reconfigured to allow a safe number of patrons to browse for materials. It is hoped that Saturday hours can begin next month.

Michael is working on the ability to offer online registration for library cards.

A system for circulation mobile hot spots is being planned

The Board agreed with Michael with the expanded offerings planned

ASSISTANT DIRECTOR REPORT:

The reading challenge was met by participants in the children's summer reading program-the Friends will fund an early literacy computer center

TREASURER'S REPORT:

Kate reviewed the bills 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:

No report

Building & Grounds:

Covered in Director's Report

Personnel:

Covered in New Business

Grants & Gifts:

The construction grant committee is reviewing applications, to be announced in September.

Liaison to the Friends of the Library:

The group is working on the logistics of holding a Book Sale.

Policy:

Our library attorney is reviewing the Health Emergency Plan document and it will be voted on at the next meeting.

Public Relations:

Michael is gradually sending out press releases to usual sources as not to overwhelm the public and staff. Social media responses have been positive.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

In order to take advantage of CARES Act funding, the Board must pass a resolution. Michael read the resolution which had been emailed to each member in their board packet, Wayne moved as presented, Ann seconded and a roll call vote was held with all members voting yes.

Background information on Attorney Douglas Zucker was emailed to each board member previous to the meeting. After short discussion Susan made a motion to retain Mr. Zucker as the Library's Labor Attorney. Matt seconded and the Board were all in favor.

OLD BUSINESS:

None

ADJOURNMENT:

Anne made a motion to adjourn. The motion was seconded by Wayne. All board members present voted in favor. The meeting was adjourned at 8:14 PM.

The next meeting will be via Zoom on September 24, 2020

Respectfully submitted,

Arline McCloskey

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Secretary