

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – September 24 , 2020

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:09 PM via Zoom

Present:

Trustees: Pat Pavlak, Wayne Hayes, Arline McCloskey, Beth Rees, Ann Darby,
Kate Rappa

Staff: Michael Maziekien, Judy Klimowicz

Absent: Matthew Jackson, Susan Burke, Kathleen Miller Prunty

Members of the Public: Ellen Hunt, Elisabeth Zimmerman

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/webinar/register/WN_0Fw0lte9Qy-ZPwmJHRKong

or alternatively, call 1 646 876 9923 and enter

Webinar ID: 820 6595 7327

Passcode: 224226

Minutes of the Previous Meeting:

Wayne made a motion to accept the July minutes, seconded by Ann. Members of the board that were present at the July meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

Ellen Hunt spoke that she wanted to become more familiar with library happenings. Pat gave her the meeting schedule and thanked her for joining. Elisabeth Zimmerman had technology issues, so Michael announced the phone number to call in and noted the number is also posted on the library website

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 noted that in 2019 there were 600 requests for items. To date in 2020 there have been 2,400 requests placed. Database usage continues at usual rate. The library is now open for limited browsing hours (2 hours per weekday/4 hours on Saturday) in a sectioned off area of the building. A high of 14 patrons have been present at one time.

Mobile hot spots/iPads, museum passes are available for borrowing

The catalog has been updated with more searching options

Online Library Card registration is now available.

WOW Library is available to patrons again

A significant number of plastic shields are awaiting delivery and as they are installed more areas of the building can reopen to the public, signage has been installed

HEPA free standing air purifiers (20) are being used throughout the building

Michael has applied for CARES Act Funding to pay for the extra expenses incurred

Staff is completing professional development online. New books are being cataloged.

The phased in reopening plan is moving forward as planned.

ASSISTANT DIRECTOR REPORT:

The Grab & Go Craft Activities have been extremely popular

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Beth made a motion to pay the bills, Ann 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 soon. The Library received a \$3,000 donation in memory of John C Howell, Jr given by his sister, Mary Lloyd. She noted he was a frequent visitor to the library and especially enjoyed Senior Movie Day.

Liaison to the Friends of the Library:

The group is working on the logistics of holding a Book Sale. It was suggested that Book Sales be scheduled every Saturday with shopping time intervals by appointment. The Friends are committed to funding Museum passes and future programs.

Policy:

No report

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:

None

OLD BUSINESS:

Wayne expressed hope that the staff is healthy and their morale is good, understanding that this is a challenging time for all. Michael noted that all is well and patrons and staff are following protocols set.

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Kate. All board members present voted in favor. The meeting was adjourned at 7:50 PM.

The next meeting will be via Zoom

Respectfully submitted,

Arline McCloskey

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Secretary