

Cranford Public Library Board of Trustees
Regular Meeting – August 10, 2017

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President Pat Pavlak at 7:00 PM in the Cranford Community Center.

Present:

Trustees: Susan Burke, Ann Darby, Judy Panagakos, Marge Shackell, Andrea Van Bergen, Pat Pavlak, Joe Starkey, Andrea Van Bergen

Staff: John Malar, Judy Klimowicz, Maddy Santore

Absent: Commissioner Patrick Giblin, Dr. Wayne Hayes, Arline McCloskey

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 *WESTFIELD LEADER, THE HOME NEWS and TRIBUNE*, the *SUBURBAN NEWS, THE UNION COUNTY LOCAL SOURCE* 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.

John introduced Maddy Santore to the Board and said how pleased he is with the way things are going in reference and YA. He mentioned Maddy's hockey and fireworks background. Maddy described the teen summer reading program, other events, and the teen volunteers' eagerness to help at the summer reading carnival next week. After some welcoming comments from Board members, Maddy left the meeting.

Minutes of the Previous Meeting:

Ann noted a typo in the minutes of the previous meeting. The minutes of the previous meeting were approved as amended on a motion made by Ann and seconded by Joe.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT:

Pat extended congratulations to Susan on the birth of her new baby and condolences to Ann on the passing of her mother. She noted that the union contract has been settled and is awaiting formal presentation to the union members and a vote. She extended thanks to Andrea and to John and the staff members involved in the negotiations.

DIRECTOR'S REPORT:

John reported on the June and July statistics. In June, circulation was down across all departments. The number of sessions was also down, with the biggest dips in Corfacts, PebbleGo, and the public Internet stations. Cranford Archive, EBSCOhost, and the Historical New York Times showed fairly large increases. The number of searches increased over the previous June, with large increases in the Cranford Archives and the Historical New York Times. Views were up considerably, thanks especially again to views of the Cranford Archive and the Historical New York Times, as well as America's

News and TumbleBooks. The Cranford Archive showed 100 unique users in June 2017 compared to 101 in June 2016. The number of unique Elibrary users was up slightly, and the check outs down slightly. Hoopla added 15 new patrons and .88 percentage of eligible users took advantage of the service.

The circ in July was up over that of 2016 by 509 items, the first increase this year over the previous year. The children's circ was 13,830 this year, compared with 12,927 in 2016, in large part due to the summer reading program. John noted that the circ has been driven by automatic renewals for three years and then projected it to be down for 2017. To provide some perspective, the per capita circ for 2014 was 8.92, for 2015 10.16, for 2016, the first full year of automatic renewals, 10.7 per capita, and for 2017, projected to be 10.1 per capita, which would still be the ninth highest in library history. Average per capita circulation for Union County libraries in 2016 was 5.2, and for all NJ public libraries 7.1, so the Cranford Public Library is still well above both the state and county averages.

Also in July, sessions, searches, retrievals and views were all up, mostly due to the Cranford Archive, Wi-Fi sessions, and the Historical New York Times. The number of unique users of the Cranford Archive increased from 30 to 104. The total number of users who have registered for Pronunciator is 266. The eLibraryNJ numbers for July 2017 are very similar to those of 2016. We picked up 29 new patrons for Hoopla in July, with 87 unique patrons using the service, and there were 244 checkouts at a cost of \$447.44.

John reported on programs that had been held since the last Board meeting, as well as noting some upcoming events. The "baby boxes" have arrived. John assembled one to show the Board. He noted that we have a small waiting list for them. The Friends are also providing a board book to be distributed with each box.

This year's LUCC reception will be held on September 14 from 6:30 to 8:30 at Linden Public Library. Jim Lange will receive the LUCC Volunteer of the Year award.

TREASURER'S REPORT:

Judy did not have a chance to review the bills. Pending her review, Ann moved the paying of the bills, and Andrea seconded.

COMMITTEE REPORTS:

Building & Grounds:

Public Works will be trimming trees. The Library is looking to purchase study carrels for the second floor and some additional teen furniture.

Personnel:

Regarding the search for a new Library Director, Pat proposed a committee composed of herself, Joe, Judy Klimowicz, Ben Stanley and Tony Cirillo to review the initial applicants and narrow the group, then coming back to the Board. John has prepared a job

description and provided a separate list of things he does that may not fit into the formal description. The Board will review this description and add suggestions and questions for the proposed Director to post by mid-September with the hope to hire the new Director to overlap for one week in December with John.

Ann noted that the description did not include much mention about interaction between the Library and the Township and might include more about presenting the capital budget, attending Department Head meetings, and advocating for the Library. Pat asked Ann to suggest wording to indicate this. Pat also suggested Board members send her questions they would like asked at interviews. Susan suggested hard metrics be included in the job description, but Pat thought being too specific might eliminate viable candidates. Ann thought this might be put into a guiding document for the search committee.

The job description is not what will be posted as an ad for the position. Ann suggested having more than one interview with those who pass the first cut. Pat suggested we wait until we see the numbers to set a protocol. LibraryLinkNJ and NJLA are the proposed posting sites, and we hope to have the posting by September 15 at the latest. Hopefully once the applications come in we can make some decision within a month. Ann suggested we add tech and media savvy to the job description. Pat thanked John for his work on the descriptions.

Grants & Gifts:

Andrea reported that we received \$775 from 14 people in memory of Ann Darby's mother, as had been requested in her obituary. In addition, Ann's cousin Beatrice Montini and her husband sent 43 Disney book adaptations that he had authored. Ann is thinking of using the funds for something related to the Children's Department.

The Union County Grant checks are due to go out late this week.

Pat noted donations to the library by her co-workers in honor of her retirement.

Liaison to Friends of the Library:

The one-day book sale held on Wednesday the 9th was very busy, but we do not have a dollar amount yet.

Policy:

None.

Public Relations:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

At 8:05, Joe moved, and Susan seconded, to go into closed session to discuss a personnel matter. At this time, Marge and Andrea left the meeting. The Board returned to open session at 8:25 p.m. Susan moved, and Ann seconded, a motion to accept the termination proposal for John Malar as submitted to the Board. The motion passed unanimously.

The next meeting date will be September 28 at 7 p.m. in the Community Center.

ADJOURNMENT:

A motion to adjourn was made by Ann and seconded by Joe at 8:30 PM.

Respectfully submitted,

Judy Klimowicz
For Arline McCloskey, Secretary