

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Sept. 28, 2016**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:04 PM in the Cranford Library.

**Present:**

Trustees: Ann Darby, Arline McCloskey, Judy Panagakos, Pat Pavlak, Marge Shackell, Joe Starkey, Andrea Van Bergen  
Staff: John Malar, Judy Klimowicz  
Absent: Dr. Wayne Hayes, Commissioner Patrick Giblin

**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.

**Minutes of the Previous Meeting:**

A motion was made by Ann to accept the minutes of the previous regular meeting. The motion was seconded by Judy. Members of the board that were present all voted yes to accept the minutes as presented.

**COMMUNICATIONS:**

None.

**PRESIDENT'S REPORT**

Pat thanked the trustees that had attended the LUCC reception at the Summit Library on Tuesday evening. Judy and Pat attended the Library Trustee Institute. Judy mentioned that some libraries were sending copies of their newsletter to the township and to the board of education. John said the township does receive our newsletter but he will also post it on the school district's Go Green Flyer page. Pat said the institute went well and she reinforced how impressed she is with our Cranford Board of Trustees and how well the director, staff and trustees work together. Pat mentioned she had received a letter from Pat Tumulty regarding Bill A1427 which will be before the state assembly. If passed, a library can request more than the 1/3 mil from their township. If the township denies it, the request would then be on the ballot for the citizens of the town to vote on it.

**DIRECTOR'S REPORT:**

Circulation: John advised that average daily circulation was down for all three departments from last August. However, we were open two more days in 2016, so total circulation was down by only 27 items.

We reviewed the on-line charts, sessions and searches and web activity. Sessions were down mostly due to PebbleGo. Wi-Fi usage has dramatically increased.  
Finance: John advised that he is awaiting guidelines for the budget. He will ask that the expansion of the children's room be considered as a capital budget item.

Other: John reviewed all of the programs that had been held since our last meeting and gave us an idea of the programs that will be coming up. Two of the scheduled programs are China Town Hall on Oct 18. The live chat will be with Henry Kissinger. It will be an interactive program. On Oct 22, the film that was filmed in the library, “Ms. Bula Banerjee”, will be shown at 2:00 PM.

Website: The website is 90% complete and should be complete by October. The address is www.cranfordlibrary.org. Currently, our site is hosted by Cranford.com and there is a yearly fee. Our new site will be hosted by the NJ State Library and it will be free.

Active Shooter Training: Training is scheduled for October 20<sup>th</sup> after 5:00 PM. Detective Nazzaro will survey the building prior to the training.

**TREASURER’S REPORT:**

Judy reported that she had reviewed the bills and all was in order. Marge made a motion to pay the bills. The motion was seconded by Joe. All board members present voted yes and the motion was approved.

**COMMITTEE REPORTS:**

**Finance:**

None.

**Building & Grounds:**

Andrea reported that work on the new air conditioning and heating system was begun yesterday. She also advised that the DPW has removed the tree that needed to be removed. The library sign in front of the building had been damaged and this has now been repaired.

**Personnel:**

None.

**Grants & Gifts:**

Arline reported on the following:

- We received \$7,464.65 from the Union County Board of Chosen Freeholders. This was part of a grant from golf fee funds and is earmarked for children’s services. Judy, Arline and Elizabeth attended a Freeholder meeting in on August 18<sup>th</sup> and received the check.
- Arline advised that patrons who had donated \$500 or more in dues and extra contributions to the Friends of the Library are now are listed on the plaques in the front lobby.
- The attorney for the estate of Lillian Dorian advised that the library will be receiving her bequest of \$10,000 sometime in October.
- Recently the library has received \$885 in memory of Thomas J. Walsh, Sr. from 17 donors.

**Liaison to the Friends of the Library:**

Marge reported that fundraising continues with items for sale at the desk. The recipient of the scholarship sent a note to the Friends thanking them and updating them on her studies. The next book sale will be Oct 5-8. The Friends hosted a thank-you breakfast for book sale workers on Saturday, Sept. 9<sup>th</sup>. Marge advised that October 16-22 is National Friends of the Library week.

John presented a request for funds for books and new programs. The Friends were able to provide funding for half and will re-visit John's requests once the next book sale takes place and they have additional money available.

**Policy:**

Wayne will report on his progress on the policy manual at the next meeting.

**Public Relations:**

John provided all board members with a written list of notifications and library news that appeared in various newspapers. He also consulted with Sophie Brookover of LibraryLinkNJ regarding the library's use of social media. She submitted a six page report to John and followed up with a phone conference. Some of her recommendations:

- The Teen Facebook page could be merged with the regular page
- Try to post at least twice daily
- Try to blend library content with non-library content
- Make a list of things people care about and assign to specific week day
- Keep posts brief – provide a link if necessary
- Videos are popular

**Long Range Planning:**

None.

**UNFINISHED BUSINESS:**

Policy provisions will be discussed at next meeting. John, Pat and Judy received copies of the audit. They had reviewed them and advised everything was in order. Ann made a motion to accept the audit. Joe seconded the motion. All members present voted yes and the audit was accepted.

**NEW BUSINESS:**

It was agreed that the December meeting date should be changed. The meeting will now be scheduled for Wednesday, December 21.

**ADJOURNMENT:**

Andrea made a motion to adjourn. The motion was seconded by Ann. All board members present voted yes to adjourn. The meeting was adjourned at 7:54 PM

Respectfully submitted,

*Marge Shackell*

Marge Shackell  
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Wednesday, October 26, in the library.