

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
April 27, 2017

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 Community Center.

Present:

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

Staff: John Malar, Judy Klimowicz

Absent: Dr. Wayne Hayes, Deputy Mayor Giblin

Open Public Meeting Announcement:

President, Patricia 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 Joe 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:

John received 2 letters forwarded from Tara Rowley, Cranford Township Clerk. One letter was written by Thomas Keane and the other – Stephen Sweeney, John Burzicelli, Adam Talaiferro – members of the NJ State Senate and NJ State House of Representatives. Both referred to Cranford Township's recent resolution passed to support the New Jersey Library Construction Bond Act.

PRESIDENT'S REPORT

Pat will be going to Washington DC next week to advocate for libraries during the Library Legislative Days.

Pat reminded Board members to complete their financial disclosure form before the April 30th deadline.

DIRECTOR'S REPORT:

Circulation: Chart 1: John reported that average daily circulation was down except for YA.

Charts 2/3: Total views were increased from last month, in particular with the Cranford Archive usage. Next month John will be able to compare eLibraryNJ and Hoopla unique users in his report.

John reported the programs were well attended. He is working closely with the program chair of the Friends group to schedule future programs.

The annual report will be ready for the May meeting.

The CWA sent a proposal and would like to begin negotiating. We have already retained Alan Roth as legal counsel. We will need a negotiating team and to set 3 possible dates. Pat, Andrea and Susan volunteered to be on the contract negotiation committee

Sally Hanford has worked part-time for the library off and on since 1992, as either a Reference Librarian or a Cataloger. For the past five years, she has been the head of the Cataloging department. She has given notice due to moving out of state and her last day will be June 16. John noted she will be difficult to replace because she also runs the Literary Café program, the adult summer and winter reading programs, and she does many of our book displays as well.

TREASURER'S REPORT:

Judy reported that she had reviewed the bills and all were in order. Joe made a motion to approve the bills. The motion was seconded by Andrea. All board members present voted yes to accept the bills as presented.

COMMITTEE REPORTS:

Finance: None

Building & Grounds: Susan reported that the AC system was repaired. Public Works will repair the fence. The roof leaked in the Teen Zone area in the last storm. It was repaired and they will come back to look at another issue. The Fire Department's report suggested that the book sale basement area "aisles are congested" John asked for clarification on the report. The Library and the Community Center will split the cost of a lawn treatment

Personnel: Joe gave the results of John's final performance review. The Board find John has "exceeded expectations plus, plus, plus". The Township will receive a copy of the review for John's personnel files.

Grants & Gifts: We have received 10 donations totaling \$575 in memory of Nancy Diziki. She lived on Oak Lane and was a frequent visitor to the library.

We received a \$200 donation from the Wednesday Morning Club.

The county is offering a children's services grant again this year. The total amount available this year is \$150,000, the same as last year. The 20 public libraries in the county have agreed to share it evenly, so we should be receiving \$7,500. The deadline to apply is May 31. Judy noted that the new Teen Librarian and the Children's Librarian are looking into grant ideas to submit.

Liaison to the Friends of the Library: The Friends are now selling Presidential Pens to replace their Ruler sale. The recent book sale and German dinner were big successes. They do not have any applications for their annual scholarship. The College Women's Club will donate any unsold books after their Garage Sale. Requested programs were approved and they donated money to be used for the children's summer reading program. The Battleship NJ museum passes will not be renewed—instead passes will be purchased for the Brooklyn Botanical Gardens.

Policy: None

Public Relations: The library has nominated Jim Lange for LUCC's Volunteer of the Year Award.

Long Range Planning: None

UNFINISHED BUSINESS:

John followed up with last month's Baby Box discussion and the Board's concern for liability.

Here is the email John received from Erlinda Carter, Senior Program Coordinator, Baby Box Company:

"No, the organization would not be liable. We would be liable since it is our product, and we are heavily insured in case something like this were ever to happen. We have had partners create a waiver that explains parents understand how to safely use a Baby Box."

John noted the Elizabeth Public Library has started to distribute the Baby Boxes. We have room to store them and it was suggested that perhaps a book can be included. The Board was in agreement to approve the distribution request.

NEW BUSINESS:

Susan shared that patrons are confused about the automatic renewal process and need to be further educated on the matter. John will send out a reminder through Constant Contact on how the process works, and when books cannot be automatically renewed.

ADJOURNMENT:

Andrea made a motion to adjourn and the motion was seconded by Judy. The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Arline McCloskey

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Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, May 25, 2017 in the Cranford Community Center