

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Thursday, February 25, 2021**

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, Beth Rees, Mai Reitmeyer, Kate Rappa, Susan Burke, Matthew Jackson, Mayor Kathleen Miller Prunty

Staff: Michael Maziekien, Judy Klimowicz

**Absent:** None

**Members of the Public:** “Alta”

**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 and the Zoom link on the front door of the Cranford Public Library and on the Library website.

Zoom Link:

[https://us02web.zoom.us/webinar/tZwucOyggj0pEtFyR1zrhKbXPo6NbxI59z4R/ics?icsToken=98tyKuGgrTwwEtCTsxGCRpw-A4\\_CZ\\_zwiCFej7d7hS20GTJbSQHOBu0UHLBnOY2J](https://us02web.zoom.us/webinar/tZwucOyggj0pEtFyR1zrhKbXPo6NbxI59z4R/ics?icsToken=98tyKuGgrTwwEtCTsxGCRpw-A4_CZ_zwiCFej7d7hS20GTJbSQHOBu0UHLBnOY2J)

Topic: Cranford Public Library Board of Trustees Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09>

Passcode: 224226

Or iPhone one-tap :

US: +13126266799,,88375846385#,,,,\*224226# or  
+16468769923,,88375846385#,,,,\*224226#

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Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1  
253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 883 7584 6385

Passcode: 224226

International numbers available: <https://us02web.zoom.us/j/kWbLlLaB9>

### **Minutes of the Previous Meeting:**

Wayne made a motion to accept the January minutes, seconded by Susan. Members of the Board that were present at the January meeting all voted yes to accept the minutes

### **PUBLIC COMMENTS:**

Member of the Public present at Zoom meeting preferred to remain silent

### **COMMUNICATIONS:**

None

### **PRESIDENT'S REPORT**

Our newest Board member, Mai Reitmeyer, attended the recent Trustee training. The construction bond grant is in the process of being rewritten based upon accepted applications and the feedback from the committee.

### **DIRECTOR'S REPORT:**

Holds placed for materials continue to be very strong and the Grab & Go system for books and craft kits working successfully. Online programming sponsored by the Friends are being held with good participation. I pads and Hotspots are in circulation. It was noted that people are using the library's Wi-Fi access from the parking lot.

The Girl Scouts requested the use of our parking lot as a site for their proposed drive-by cookie sale. As it will be held outside library hours, the request will be granted.

There is a Covid testing site in the library parking lot. Mayor Prunty explained that it is to be open on Wednesday and Saturday by appointment only.

A discussion was held on the Library Phased Reopening Plan. Employees have been able to secure vaccine appointments for eligible employees. This month the normal scheduled hours of opening will be restored. As cases are still spreading and with the upcoming spring break, it was determined that April 15 be a targeted date for limited public access into the library building.

**ASSISTANT DIRECTOR REPORT:**

Mentioned in Director's report

**TREASURER'S REPORT:**

Kate reviewed the bills and all is well. Matt made a motion to pay the bills, Wayne seconded. A roll call vote was held and all present voted "yes" to pay the bills.

**COMMITTEE REPORTS:**

**Audit:**

No report

**Finance:**

Will discuss switching our bank accounts to another bank. Mat asked if there are any updates on insurance coverage and liability due to Covid crisis. Michael noted we are covered under the Cranford Township blanket policy

**Building & Grounds:**

There is no updated information on the construction grant

**Personnel:**

No report

**Grants & Gifts:**

No report

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

The group will continue to fund requested programs and are considering musical programs to be held outdoors. They are hopeful to have a modified Book Sale in the Fall. Their annual membership mailing will occur soon. They have given out 500 bags of free books from their cart located within the building's vestibule.

**Policy:**

No report

**Public Relations:**

No report

**Strategic Plan:**

No report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

A proposed resolution had been emailed to all Board members prior to the meeting. Kate made a motion and Mayor Prunty seconded to pass a resolution with the adjusted wording: “Board of Trustees of the Cranford Public Library” to put excess budget funds into the capital fund A roll call vote was held and all present voted “yes” to approve the resolution.

Pat noted that 2 committees needed to be formed

- Review the By-Laws
- Strategic Plan

Wayne offered to assist with the Strategic Plan committee. Pat requested that any interested board member wishing to assist on these committees email her before the March meeting.

**OLD BUSINESS:**

The Township Planning Board meeting conflicts with our scheduled November/December meeting dates.

Board Meeting new dates will be:

Tuesday, November 16, 2021 and Tuesday, December 14, 2021

Michael mentioned the Story Walk sponsored by the Children’s Department located throughout downtown is part of the library’s civic spirit initiative.

**ADJOURNMENT:**

Wayne made a motion to adjourn. The motion was seconded by Mai, all Board members present voted in favor. The meeting was adjourned at 8:20 PM.

Respectfully submitted,

*Arline McCloskey*

Arline McCloskey

Secretary

