

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, February 24, 2022

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:03 PM via Zoom

Present:

Trustees: Pat Pavlak, Arline McCloskey, Mai Reitmeyer, Wayne Hayes, Susan Burke, Beth Rees, Kate Rappa

Staff: Michael Maziekien, Judy Klimowicz

Absent: Matthew Jackson, (excused), Commissioner Mary O'Connor

Members of the Public: None

Open Public Meeting Announcement:

President Pat Pavlak opened the meeting with:

“Pursuant to the Open Public Meetings Act, notice of the meeting has been given at least 48 hours in advance to the Suburban News, the Union County Local Source, the Westfield Leader, posted on the Cranford Public Library Website, posted on the front door of the Cranford Public Library and filed with the Township of Cranford Clerk. The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.”

Zoom Link:

us02web.zoom.us/j/88375846385?pwd=NnN5bUw4K3JaZmJmWlhGSHRqRExGUT09

Minutes of the Previous Meeting:

Beth made a motion to accept the January minutes, seconded by Mai Members of the Board that were present at the January meeting all voted by roll call “Yes” to accept the minutes. (Wayne abstained)

PUBLIC COMMENTS:

One member of the public in attendance to observe proceedings

COMMUNICATIONS:

Received renewal for Library Trustees Foundation.

Letters of appreciation are being sent to Board members by a library staff member.

PRESIDENT'S REPORT

Pat and Michael attended a meeting sponsored by the local library associations on the topic of Equity, Diversity and Inclusion. Results from discussions will affect library policies and collections.

DIRECTOR'S REPORT:

The library building had a bomb threat, and quickly announced an emergency closing to clear the building. Police responded and after investigation deemed the building safe. Police were also called for an altercation and the situation was resolved. A car drove through the back fence.

Staff performance evaluations are ongoing.

Circulation remains high and is climbing steadily. Cranford Archives has a low usage this month, it is running slowly (as noted by Strategic Plan Survey participants)

The State Aid report is being prepared as it is due this month

ASSISTANT DIRECTOR REPORT:

Included in Director's report

TREASURER'S REPORT:

Kate reviewed the bills and all is well. Susan 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:

Finance:

No report

Building & Grounds:

A Capital Request has been presented to the Township Committee in order to have the funds necessary to proceed with the library expansion project. (70% to be

funded by Capital request, 20% from Library Reserve Fund, 10% from Friends fundraising)

The boiler is working well. There are stained ceiling tiles, the roof will be examined as weather permits. Peeling paint and worn carpets have been noted by Strategic Plan survey participants.

Personnel:

The circulation department has hired 2 additional employees.

Grants & Gifts:

A donation of \$70 in memory of Edith Coogan and Barbara Devlin was donated by the Wednesday Morning Club.

Liaison to the Friends of the Library:

The group has had a profitable month due to the Book Sale, book cart sales, and a donation. They contributed to a program that ships books to Taiwan via shipping container.

They will continue to support programs and plan to update Book Club kits

Policy:

No report

Public Relations:

Notices of events are being sent to usual sources. The Capital Request has been promoted in social media.

Strategic Plan:

The committee has met, and plans to have a draft of the updated Strategic Plan ready for the March meeting, with voting to be held in April.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A discussion was held on the current Personal Protective Policy as the Cranford schools and Cranford Township will be lifting mask requirements on March 7. The staff was asked for their input and requested that an option be considered to require the public to wear masks at indoor programs, and when in close contact with staff- such as within the computer lab area.

Points during Board discussion included continuing social distancing when dealing with the public.

The current Personal Protective Policy was amended to lift the current mask requirement contingent on the Township of Cranford adoption of same policy. Wayne made a motion and Mai seconded. There was no further discussion and all members present voted in favor to approve the updated policy.

OLD BUSINESS:

Michael has been researching the feasibility of joining the Libraries of Middlesex Consortium. He reviewed the benefits of the relationship including interlibrary loan accessibility to a collection of @3 million items and IT assistance. The annual subscription fee is based on circulation and population. Fanwood and Scotch Plains have plans to join by the end of the year.

Michael noted that regarding the security of patron records; all information is on a shared server and the protection is significantly improved over current. The County may offer grants to assist with transition costs.

Further information will be emailed to Board members and all were in agreement to continue learning more about the benefits and costs of joining the Consortium- more discussion will be held at the March meeting.

Michael is working with local Union County Consortium libraries to synchronize programs, sharing marketing costs.

A Board member asked about the Notary service and Michael explained that staff have set aside time during their weekly schedule to accommodate this service, by appointment only. If immediate service is needed, the public is given contact information of local companies that can assist.

Maker Day activities are planned for the March date, with information available on the library's website.

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Beth, all Board members present voted in favor. The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Arline McCloskey

Arline McCloskey

Secretary

