

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, April 22, 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, Arline McCloskey, Beth Rees, Mai Reitmeyer, Kate Rappa, Susan Burke, Matthew Jackson, Mayor Kathleen Miller Prunty, Wayne Hayes,

Staff: Michael Maziekien, Judy Klimowicz

Absent: None

Members of the Public: None

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.

The next monthly meeting of the Cranford Public Library Board of Trustees will be held via the Zoom teleconferencing platform at 7:00 pm. All members of the public are welcome to attend by clicking the link below and entering the password 224226, or dialing (646) 876-9923 and entering the Webinar ID 883 7584 6385 and the password 224226.

Zoom Link:

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

Minutes of the Previous Meeting:

Mai made a motion to accept the March minutes, seconded by Matt. Members of the Board that were present at the March meeting all voted yes by roll call vote to accept the minutes.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

The financial disclosure report requested by the Cranford Township clerk must be completed by June 30-the deadline has been extended.

DIRECTOR'S REPORT:

Circulation and database usage is following set pattern and can be compared to one year ago when Covid restrictions went into place. Planning to promote Hoopla to book clubs and will continue to inform public about eLibraryNJ. The Library is open to partial in person browsing within the new collection and mobile printing service is available. Requested books from other sections are pulled by staff and given to patrons. Catalog computers will be moved downstairs, but patrons are encouraged to search for items on their own devices. Grab and Go services will continue.

The quarantine time for books is now 3 days.

It is planned that the first-floor adult area reopens to the public the last week of May depending on local Covid cases. This will be followed by the 2nd floor and finally the Children's Room.

Michael noted that over 90% of the staff have received their vaccination.

ASSISTANT DIRECTOR REPORT:

Covered in Director's report

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Audit:

No report

Finance:

Paperwork for the new bank handling the Library accounts is being finalized.

Building & Grounds:

Michael noted we may need a new resolution from the Township committee and the Library Board to replace the one passed last year regarding the grant application.

A new contract has been given to the architect for his additional assistance with the grant.

There have been no issues with the COVID testing site in the parking lot.

Personnel:

Susan, Pat and Michael met with Douglas Zucker, the labor attorney, regarding beginning the union contract negotiations

Grants & Gifts:

No report

Liaison to the Friends of the Library:

They are holding a modified Book Sale in June with appointments required. The Children's Book Sale will be held the week prior, by appointment only.

The Friends will donate \$1,000 to the Children's Room because of the group's sponsorship of the Children's Book Sale.

They have given out 724 bags of free books from their cart located within the building's vestibule, and donated to other sources including Free Little Libraries.

The scholarship application is available online and is being publicized.

The membership drive initial mailing has been sent out and 160 checks have been received to date.

Policy:

No report

Public Relations:

Notices of events are being sent to usual sources.

By Laws:

Committee is looking at current By Laws and will have a report for the next meeting.

Strategic Plan:

Pat would like the committee to meet to form a preliminary timeline and

brainstorm how to involve the community. The goal is to have a new Strategic Plan by the end of the calendar year.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

OLD BUSINESS:

Already discussed within meeting

ADJOURNMENT:

Beth made a motion to adjourn. The motion was seconded by Wayne, all Board members present voted in favor. The meeting was adjourned at 7:48 PM.

Respectfully submitted,

Arline McCloskey

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Secretary