

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Thursday, April 27, 2023**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:08pm at the Cranford Public Library and the Secretary took attendance by roll call.

**Present:**

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

Cranford Schools Representative: Arline McCloskey

Staff: Judy Klimowicz

**Absent:** (excused) Matthew Jackson, Township Representative: Mayor Brian Andrews

**Members of the Public:** None

**Guest:** Kathy Cannarozzi

**Open Public Meeting Announcement:**

Library Director Pat Pavlak opened the meeting with:

“The requirements of the New Jersey Open Public Meetings law have been satisfied by the notification of the Star Ledger, the Union County Local Source, the Westfield Leader, TV35 and the office of the Township Clerk of the date, the time and the place of the meeting, and by posting the same information on the library website and in the library.

The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting.”

**Minutes of the Previous Meeting:**

Wayne made a motion to approve March meeting minutes, Mai seconded. All present at the March meeting approved the minutes.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

Pat on behalf of the Board thanked Judy for her role as interim director and the staff for their assistance as a search was made for a new library director.

Pat introduced Kathy Cannarozzi as the new Cranford Public Library Director, to begin on May 1, 2023.

Pat reminded board members to fill out the required financial disclosure document for the town.

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

The monthly reports have been sent to Board Members. Hoopla use is down dramatically as a result of limitations due to LMXC policy. This issue will be addressed and patrons hope it is resolved.

### **ASSISTANT DIRECTOR REPORT:**

Covered during Director's report

### **TREASURER'S REPORT:**

The Treasurer reviewed the bills, and all are in order.

Susan made a motion to accept the March bills, Mai seconded. A roll call vote was held and all present voted "yes" to approve the April bills

The bank holding the Trust Fine account needs a copy of the signed resolution done last month to close the bank account. This will be done.

### **COMMITTEE REPORTS:**

#### **Finance:**

Mayor Brian Andrews sent a grant request for the library expansion project to Senator Booker's office. The mayor will be meeting with state representatives for possible state funding for the project

Funding for the new roof is part of the township budget.

The received shared services agreement with the library board attorney's comments, has been forwarded to Township officials.

#### **Building & Grounds:**

The front steps will be repaired soon, followed by new railings. An email was sent to Township officials about needing freshly painted directional signs on parking lot.

#### **Personnel:**

Discussed in President's report

Judy will return to her role as assistant director May 1.

#### **Grants & Gifts:**

None

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

The Spring Book Sale netted @\$7,000. The next sale will be for children in June. They are temporarily not asking for book donations. The group is looking for an artist (aged 10-18) to create a design for the upcoming fundraiser tote bag. It was decided to do an appreciation luncheon next year during Library Appreciation Week. Funding was approved for future planned events.

**Policy:**

Discussion was held about the need of a policy for someone without a permanent address being able to apply for a library card. It was suggested that a courtesy card be given, to be used only at the Cranford location. It was decided that this is a procedure, and no new policy is needed.

**Public Relations:**

There has been good press coverage of events

**UNFINISHED BUSINESS:**

The librarian of the Sons of the American Revolution will find a new storage location for the documents dealing with the American Revolution time period currently stored in the library's basement.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

**ADJOURNMENT:**

Mai made a motion to adjourn the meeting, Beth seconded. The meeting was adjourned at 7:57 pm

Respectfully submitted,

***Arline McCloskey***

Arline McCloskey

Secretary

