

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – October 22 , 2020

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:04 PM via Zoom

Present:

Trustees: Pat Pavlak, Wayne Hayes, Arline McCloskey, Beth Rees, Ann Darby,
Kate Rappa, Susan Burke, Matthew Jackson,
Staff: Michael Maziekien, Judy Klimowicz
Absent: Kathleen Miller Prunty

Members of the Public: Elisabeth Zimmerman

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 website.

Zoom Link:

<https://us02web.zoom.us/j/83664140148?pwd=K1hZNFNUMktudTRWZDIhU2tHRk11dz09> or,
alternatively, call 1 646 876 9923 and enter

Webinar ID: 836 6414 0148

Passcode: 224226

Minutes of the Previous Meeting:

There was a correction to the September minutes – the August minutes to be approved stated “July” rather than “August”. Beth made a motion to accept the corrected September minutes, seconded by Wayne. Members of the board that were present at the September meeting all voted yes to accept the minutes

PUBLIC COMMENTS:

Elisabeth Zimmerman did not have any comments to make

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat thanked Board members who attended the virtual NJ Trustee Association Conference on October 17, 2020. She noted our attendance will fulfill the state requirements of trustee continuing education.

There is no news on the Construction Bond grant yet.

DIRECTOR'S REPORT:

Michael reported that digital circulation remains very high

The month showed a large increase in online applications for library cards, due to the school district promotion. If patrons' cards were due to expire, the expiration date has been pushed to December 2020

A significant number of portable plastic shields are installed around the building. HEPA free standing air purifiers (23) are being used throughout.

Michael is comfortable with the safety protocol in place and as a result feels, with the Board approval, the number of employees can increase in the building. He hopes to have all the full-time staff return to the building. The Board agreed with his recommendation.

The library is open to in person browsing in controlled areas of the building, and crowded conditions have not been a concern.

The YA Librarian is writing a NJ Council for Humanities grant to potentially pay for a Diversity Consultant.

The phased in reopening plan is moving forward as planned with these steps in November:

- Public access to computers
- Interlibrary loan delivery service
- Expanded Grab & Go materials for online craft sessions

ASSISTANT DIRECTOR REPORT:

The Grab & Go craft activities continue to be extremely popular

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Audit:

Copies of the annual Audit Report were picked up at the Library by Board members

Finance:

No report

Building & Grounds:

No report

Personnel:

Discussion was held on the procedures to take place if an employee is asked to come back to work in the building and does not want to. Michael noted there are protocols in place, but has not had this issue yet.

Grants & Gifts:

No report

Liaison to the Friends of the Library:

It was determined that there will not be any Book Sales for 2020. Free Grab & Go bags of books are in the foyer.

Policy:

No report

Public Relations:

Michael is gradually sending out press releases to usual sources as not to overwhelm the public and staff. Social media responses have been positive.

Strategic Plan:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

OLD BUSINESS:

Michael gave more information about the upcoming presentations sponsored by the Libraries of Union County Consortium. Information about the programs are found on the Cranford Library Facebook page and on the Library Website. The following is an article from <http://www.lindenpl.org/> (accessed October 31, 2020)

Libraries to Host Authors Cheryl Willis Hudson, Wade Hudson, and Derrick Barnes Via Zoom

This fall, the Libraries of Union County Consortium in Union County, New Jersey will sponsor a series of virtual visits to explore the subject of Race, Empowerment and Experience. In light of the intense and widespread discussion of race and racism in America, our libraries are committed to providing online platforms for information and discussion.

Starting off this series on Tuesday, November 10, 2020 at 7:00 pm, we will be joined by two prolific, award-winning authors and publishers: Cheryl Willis Hudson and Wade Hudson, the co-founders of Just Us Books, Inc., one of the most prominent Black-owned publishing houses in America.

Continuing on Tuesday, November 17, 2020 at 7:00 pm, we will welcome Derrick Barnes, author of the award-winning picture book CROWN: An Ode to the Fresh Cut and the 2020 best seller I Am Every Good Thing.

Both programs will be hosted on the Zoom webinar platform, and are free for all to attend.

Wayne congratulated Pat on her excellent presentation during the virtual NJ Trustee Association Conference. Pat noted the virtual platform worked well, with over 400 in attendance.

Michael will inform the Board when he receives information concerning the Construction grant.

ADJOURNMENT:

Susan made a motion to adjourn. The motion was seconded by Wayne. All board members present voted in favor. The meeting was adjourned at 7:50 PM.

The next meeting will be via Zoom on **Wednesday**, November 18, 2020

Respectfully submitted,

Arline McCloskey

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Secretary