

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, August 25, 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, Beth Rees, Matthew Jackson
Staff: Michael Maziekien, Judy Klimowicz

Absent: Wayne Hayes, Commissioner Mary O’Connor Mai Reitmeyer, Susan Burke, Kate Rappa, (all excused)

Members of the Public: One member present

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:

As there is not a quorum present, the minutes of the previous meeting could not be voted upon.

PUBLIC COMMENTS:

No comment, in attendance to observe proceedings

COMMUNICATIONS:

None

PRESIDENT'S REPORT

The staff was commended for their efforts to make a seamless transition to the new system

DIRECTOR'S REPORT:

Circulation for the past month is the highest recorded since prior to COVID and the digital circulation is the highest to date. Cataloging has been streamlined with Baker & Taylor sending cataloged copies. Interlibrary loan has increased dramatically in the past week. As a result, additional help is needed within the Cataloging & Tech Services Department and the positions have been filled as discussed at the previous meeting. The hold shelves are filled to capacity and the staff is contemplating putting the DVD's on the floor rather than behind the desk. The conversion to the LMxAC conversion went well and the staff is thanked for their efforts.

The Library will hold an Open House on Tuesday, September 20. Board Trustees are invited.

ASSISTANT DIRECTOR REPORT:

The annual summer carnival was held indoors with over 400 attendees. There was great attendance at all summer events and the staff is commended.

TREASURER'S REPORT:

The treasurer reviewed the bills, and all are in order. They will be paid as due and will be officially voted upon at the next meeting as there is not a quorum in place this evening.

COMMITTEE REPORTS:

Finance:

Michael and Pat met with Cranford Township officials and will meet with the Board Finance committee concerning services provided by the Township.

Building & Grounds:

No decision on front step repair yet.

Personnel:

A retirement and resignation are upcoming, the openings will be posted

Grants & Gifts:

No report

Liaison to the Friends of the Library:

The group participated in the summer reading carnival and will attend the scheduled Open House

Policy:

No report

Public Relations:

Will continue to mail newsletter to those that have expressed an interest.

By Laws:

No report

Strategic Plan:

No report until September. Joining LMxAC satisfied one of the Strategic Plan's objectives.

UNFINISHED BUSINESS:

Discussed during the meeting

NEW BUSINESS:

Michael noted the Library will host a Comic Event next July. Pat reminded members that the NJ Trustees Association will hold an annual workshop meeting on Saturday, October 8, from 9-3pm. All are invited for the virtual event, and more information will be forthcoming.

OLD BUSINESS:

None

ADJOURNMENT:

Pat adjourned the meeting at 7:47pm

Respectfully submitted,

Arline McCloskey

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Secretary

