

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Thursday, May 25, 2023**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:06pm 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, Matthew Jackson, Wayne Hayes

Cranford Schools Representative: Arline McCloskey

Township Representative: Mayor Brian Andrews

Staff: Judy Klimowicz, Kathryn Cannorozzi

Note: Brian and Beth arrived at the meeting after the roll call vote was held

**Absent:** none

**Members of the Public:** Mark Zucker

**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:**

The minutes were corrected to read “At the April meeting May bills- not April bills- were discussed. Wayne made a motion to approve the April meeting minutes, Mai seconded. All present at the April meeting approved the minutes. Matt abstained.

**PUBLIC COMMENTS:**

Mark Zucker inquired why adults cannot use the teen area when there are no teens present and the adult area is fully occupied. He also asked about tutors in the adult

area. The tutor policy was explained, and the second floor as an alternative area for adults to use was given as a solution to quiet space.

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

The NJLA Conference is next week

**DIRECTOR'S REPORT:**

The monthly reports have been sent to Board Members and discussion held on the types of charts to be compiled every month. Circulation is down, a trend statewide.

**ASSISTANT DIRECTOR REPORT:**

Covered during Director's report

**TREASURER'S REPORT:**

The Trust Fine Account is closed.

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

Mai made a motion to accept the monthly bills, Matt seconded. A roll call vote was held and all present voted "yes" to approve payment of bills owed.

**COMMITTEE REPORTS:**

**Finance:**

Discussion held on status of Shared Services Agreement

**Building & Grounds:**

Front steps have been repaired. The fire inspector visited and noted areas using extension cords which are no longer permitted. The issue will be resolved with the use of surge protectors, replacing the patron counter at the door with a battery-operated device and furniture placement.

A stump on the library grounds will be removed.

The capital budget has been approved by the Township, so the library will be able to replace its aged roof. The mayor has spoken to state and national elected officials about receiving grant money to fund the expansion project.

**Personnel:**

The Director will meet with 2 union representatives next week

**Grants & Gifts:**

None

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

A Children's Book Sale will be held June 8-10 and July will be open to all. They received 4 applicants for their scholarship. All programs are well attended and money was approved for future planned events.

**Policy:**

Discussion was held on the First Amendment Audits that have occurred around the country. A policy is in place for this type of incident and the staff have been informed to call the Director or Assistant Director to handle the situation.

A policy is in place in the event of someone other than law enforcement enters the building with a firearm.

**Public Relations:**

There has been good press coverage of events

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Discussion was held on another employee becoming a notary, to be able to offer notary service to the public

A window was damaged, and will be replaced

Kathy is interested in redesigning the website with a new logo. A contest was proposed for a new logo design.

Discussion was held on the alarm system and cameras currently installed

**OLD BUSINESS:**

None

**ADJOURNMENT:**

Susan made a motion to adjourn the meeting, Kate seconded. The meeting was adjourned at 8:23 pm

Respectfully submitted,

***Arline McCloskey***

Arline McCloskey

Secretary

