

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – January 24, 2019**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:20 PM in the Cranford Library.

**Present:**

Trustees: Pat Pavlak, Dr. Wayne Hayes, Arline McCloskey, Susan Burke, Kate Rappa,  
Matthew Jackson, Mayor Giblin, Dr. Beth Rees

Staff: Michael Maziekien, Judy Klimowicz

Absent: Ann Darby

**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 in the Cranford Public Library.

**Minutes of the Previous Meeting:**

A motion was made by Kate to accept the minutes of the previous regular meeting. The motion was seconded by Wayne. Members of the board that were present at the previous meeting all voted yes to accept the minutes as presented.

**COMMUNICATIONS:**

None.

**PRESIDENT'S REPORT**

Pat thanked the group for the opportunity to continue her role as President. Matthew Jackson was introduced as a new member of the Board.

The year's major events were highlighted:

- Michael completed his first year as Director and Pat thanked Judy K for her help during the transition
- A Strategic Plan was approved
- The Cranford Town Council committed to their share of the Construction Project

Library Link NJ, responsible for the interlibrary loan distribution throughout the state, anticipates closing in early 2019 due to lack of funds. Many libraries in the state are beginning campaigns to let their legislators know of the devastating effect of losing the interlibrary loan program.

There are bills pending in the state legislature to restore state funding to libraries back to 2009

levels. Pat will send to Board members sample letters which can be mailed to legislatives.

Pat distributed a brochure from the New Jersey Library Trustee Association, of which she is President. Michael has money in his budget for all board members to be members of the organization

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

Circulation statistics are not consistent. The staff is looking to relocate some collections for better visual contact. They are also closely examining the children's collection in anticipation of the expansion project.

The database Pronunciator has been dropped and other databases are being explored to add including Zinio (magazine database)

The wifi capacity may need to be expanded

Recent programs have been well attended. Lauren Antolino (children's librarian) is attending the ALA Conference in California.

The recent training completed by the staff on mental health awareness has proved to be very helpful.

### **FINANCE REPORT:**

Michael recalled that the Board had decided to place the \$65,000 of excess funds in a Capital Reserve Fund to be used for future capital project expenses. He proposes to use some of this reserve to pay for architectural blueprints of the expansion construction project. Currently there are only conceptual drawings. After discussion the Board agreed to the expenditure.

Michael has looked into the previously discussed matter of a non-union staff member's raise. It was determined that this individual should receive the same union negotiated raise as the rest of the staff.

Susan made a motion to approve the 2019 Budget and Wayne seconded it. All members were in favor and approved the motion.

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

Joe reviewed the bills and all were in order. Kate made a motion to approve the bills. The motion was seconded by Beth. All board members voted yes to accept and pay the bills as presented.

### **COMMITTEE REPORTS:**

**Audit:** No report

**Finance:**

Covered during President's Report

Mayor Giblin brought up issue of new minimum wage legislation and its effect on the library's budget. Michael has worked the potential figures into the budget

**Building & Grounds:**

HVAC repair was needed. Kate noted an issue during a program with a door shade chain. The chain will be adjusted

**Personnel:** No report

**Grants & Gifts:** No report

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

The 2018 year revenue from Book Sales reached \$32,000, with the recent January sale making \$8,700. They are committed to funding new programs.

**Policy:**

Conduct Policy

A general Anti-Harassment and Anti-Sexual Harassment Policy was distributed to Board members. It will be added to the library web page under the heading of General Conduct. The Board will discuss at a later time formulating a policy specific to the public.

Photo Release Policy

A sample photo release form was distributed to Board members. A release form is needed at events where minor children are photographed. It was decided to amend the form so that names will not be shared for publicity purposes in print, social or digital platforms. At all events staff members will announce that photographs taken may be used on the library's social media platforms. It was noted that the library may be using online registration soon and will not need a physical photo release form. Pat asked for approval of the amended photo release form. Kate seconded and all present voted in favor.

Disruptive Children Policy

The current disruptive policy was proposed to be amended: (Changes are in BOLD)

4. If the disruptive child is **11** years old or younger and does not have a parent on the building, a staff member shall stay with the child until contact information for the parent is located through a search of library files, telephone directories, etc.

7. If the child is between **12** and **17** and the disruptive behavior continues, his/her parent may be called, told of the disruptive behavior, and asked to come for the child, or the child may simply be asked to leave the building for the rest of the day.

8. If a child more than **12** is asked to leave the building and refuses, steps 5 and 6 will be implemented (in that order)

Pat asked for a motion to approve the amended policy. Wayne made the motion and Beth seconded. All present approved the changes.  
Michael and Judy will communicate the policy change to the staff.

**Public Relations:**

Michael provided all board members with a list of notices he had sent out.

**Strategic Plan:** No report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Mayor Giblin noted that former Board Trustee, Jo Starkey, will be honored at a Township Committee meeting next week. All are invited.  
He reminded Board members that their Financial Disclosure forms are due

Michael spoke about the possibility of being open on Sundays. The Township Committee and recent town focus groups have expressed interest in the expanded hours. Judy informally polled the staff members regarding adding Sunday hours. Most staff members were not interested in working on Sundays, requiring a dedicated Sunday staff and in addition- the union contract would need to be adjusted. After discussion it was decided to attempt a trial period in the fall.

Michael will inform the Board at a later time the details of the mylibraryrewards program.

**ADJOURNMENT:**

Matt made a motion to adjourn. The motion was seconded by Susan. All board members present voted yes. The meeting was adjourned at 9:26 PM.

Respectfully submitted,

*Arline McCloskey*

Arline McCloskey  
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on February 28, 2019 in the library.

