

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – March 28, 2019

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

Present:

Trustees: Pat Pavlak, Arline McCloskey, Ann Darby, Kate Rappa, Matthew Jackson, Dr. Beth Rees Susan Burke

Staff: Michael Maziekien, Judy Klimowicz

Absent: Dr. Wayne Hayes, Mayor Giblin,

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*, *TAP INTO CRANFORD*, *TV 35* 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 Ann to accept the minutes of the previous regular meeting. The motion was seconded by Susan. Members of the board that were present at the previous meeting all voted yes to accept the minutes as presented.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

The Township required financial disclosure forms will be emailed by the Township Clerk to Board Members. They are due by April 30.

There has been no final legislation yet on per capita funding legislation or the construction bond

DIRECTOR'S REPORT:

To increase circulation, the children's department will be ordering duplicate copies of popular books.

Due to cost and inactivity, the database- FACTS ON File- will be eliminated.

Our social media presence continues to grow.

The new YA/Program librarian will begin on Monday.

A board member questioned why the Baby Story Hour runs in sessions rather than continuously.

Judy explained the reasoning behind the schedule and appreciated hearing the comments.

Plan to start negotiations ahead of schedule.

The staff appreciates the Board support of the new YA space. There is money in the budget for furniture.

Michael explored grant options to purchase a heart defibrillator, but none available at this time.

Funds will be allocated to make the purchase.

Cranford Police Department willing to assist with response to active shooter training

Summer reading minutes will be capable of being logged online

Michael reported on the Strategic Plan thru the first quarter:

Databases:

- Ancestry Database cost in house vs out of house will be explored
- Canopy Movie database cost to be explored

Technology Plan:

- Inventory taken of all Pcs-running Windows 7- Public PCs are a priority to replace
- Children's Robotic Classes
- Maker Day

Partnership with Community:

- Storytime by the clock
- Town wide super hero event
- Union County St Patrick's Day Committee showcase and display

FINANCE REPORT:

The Friends group donated \$5,000 toward the book budget.

All reports signed by Kate

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Audit: No report

Finance:

Matt will explore the option of purchasing and using the online version of Quick Books.

Building & Grounds:

Reynolds Plumbing was able to fix the children's room toilet

Personnel:

Stacey Shapiro has been hired as the new YA/Program Librarian

Grants & Gifts:

No report

Liaison to the Friends of the Library:

The Book Sale will be June 5-6.

Policy:

No report

Public Relations:

Michael provided all board members with a list of notices he had sent out. The Friends Scholarship has been publicized. The Peruvian Dance Program was filmed by TV35

Strategic Plan:

Report on first quarter given during Director's Report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

Before the meeting was adjourned, Michael noted that he had received a complaint that the DVD hold and loan period was too long. It is currently 4 days to hold and 1 week to loan. After discussion it was determined that the current length of hold time and loan period is satisfactory.

ADJOURNMENT:

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

Respectfully submitted,

Arline McCloskey

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Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on April 25, 2019 in the library.

