

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – April 26, 2018

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:05 PM in the Cranford Public Library

Present:

Trustees: Pat Pavlak, Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Joe Starkey, Susan Burke, Kate Rappa Commissioner Giblin

Staff: Michael Maziekien, Judy Klimowicz

Absent: Judy Panagakos

Open Public Meeting Announcement:

President, Patricia 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 correction regarding the meeting date in the minutes was noted by Ann. A motion was made by Ann to accept the corrected minutes of the previous regular meeting. The motion was seconded by Wayne. Members of the board that were present all voted yes to accept the minutes as corrected.

COMMUNICATIONS:

Membership cards for the New Jersey Library Trustees Association were received

PRESIDENT'S REPORT

Pat thanked Commissioner Giblin and Michael for communicating with the township committee on the children's room expansion project and the funding grant opportunity. Our request to the township committee was included in the capital budget due to be approved in June.

Commissioner Giblin thanked Michael and Pat for their attendance at the workshop meetings. He asked to be kept apprised during the application process. He noted with the approval of the township financial interest in the project, grant acquisition and current positive citizen opinion this will lead to additional fundraising opportunities. He said that social media feedback has been positive about the library's extended hours.

Pat reminded members that seven hours of education are required of the Board as a whole per year. There is an upcoming Trustee education workshop on October 27 in East Windsor.

Pat also reminded board members to complete their financial disclosure form by the April 30 deadline.

Pat is attending Library Legislation Days in Washington, DC. Last year she had an opportunity to meet with Congressman Lance.

DIRECTOR'S REPORT:

March circulation down due to weather and power outage. IDI has added the Burditt Index and Cranford Chronicle editions from 1940/50s to the Cranford digital archive. Michael received a phone call from a citizen saying he had six months of the Cranford Chronicle missing in our archives that can be added to the digital archive.

Michael gave all Trustees a copy of the newsletter, The Reader, which lists all upcoming events at the Cranford Library.

Michael thanked Pat and Trustees, Commissioner Giblin, and the children's room staff for the work done so far on the children room expansion project. He is happy to know of the positive support of the Cranford community.

He noted that he will need assistance, particularly in justifying the importance of the project to our community, in the application.

Michael gave all members an invitation to the Legislative Breakfast on May 18 sponsored by the Libraries of Union County Consortium at the Clark Public Library. He noted that events such as this have contributed to the current climate of library initiatives on the legislative level.

The annual LUCC reception will be on September 26 at the Clark Public Library.

In regards to a previous meeting discussion on the online resource, Pronunciator, Michael has included details about this resource in the latest edition of The Reader.

TREASURER'S REPORT:

Judy reported via email that she had reviewed the bills and all were in order. Wayne made a motion to approve the bills. The motion was seconded by Joe. All board members present voted yes to accept the bills as presented.

COMMITTEE REPORTS:

Finance:

No report

Building & Grounds:

Michael reported that we have switched elevator maintenance companies.

Personnel:

The 2 openings at the reference desk have been filled.

Grants & Gifts:

No report

Liaison to the Friends of the Library:

Ann attended the last meeting of the Friends where it was announced that @\$5,000 had been made during the last book sale despite the weather. The group approved Michael's 2 requests including adding to our museum pass collection. (Museum of Moving Image) They also approved contributing \$10,000 to the book budget, to be granted in 2 installments. A fundraiser will be held at Deutscher Club of Clark on May 10.

Policy:

See new business

Public Relations:

The Board congratulated Kate and her family on the arrival of their new baby.

Long Range Planning:

Pat noted that the Strategic Long Range Plan is due to be updated. Up to 4 members can be on the committee. Wayne, Susan and Pat volunteered to sit on the committee. Pat asked Michael to send the current Strategic Plan to all members.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Wayne proposed that an addition is necessary to our current Rules of Conduct Policy due to a recent incident. He suggested the addition regarding threatening, abusing, disrupting behaviors to be placed in section 2 as a bullet point after "Interfering with another person's...." and before "Engaging in any illegal...."

Susan made a motion that we amend the Rules of Conduct to include:

- "threatening, abusing or disrupting others"

Ann seconded and all present voted in favor. Pat announced that the Rules of Conduct Policy is

now amended.

ADJOURNMENT:

Wayne made a motion to adjourn. The motion was seconded by Ann..The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, May 24, 2018 at 7:00pm in the Cranford Public Library