

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – MAY 23, 2019**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:02 PM in the Cranford Library.

**Present:**

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

Staff: Michael Maziekien, Judy Klimowicz

Absent: Ann Darby, 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:**

Correction of the April minutes: Staff is attending the **NJLA** Conference. A motion was made by Wayne to accept the corrected minutes of the previous regular meeting. The motion was seconded by Kate. Members of the board that were present at the previous meeting all voted yes to accept the minutes as corrected.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

Information has been given to Pat that the construction bond applications will be available by the end of the year. The per capita aid legislative package is proceeding. There is a bill going through the state legislature to allow public libraries to have a supply of Narcan, training to be offered by the state library

**DIRECTOR'S REPORT:**

Michael continues to track circulation data. The children's department is looking to replace the popular AWE-Early Literacy Station.

The database Corfacts has minimal use, and similar information can also be found in Reference USA

Library Wi-Fi use continues to be high  
The children's department will offer Storytime at the Clock this summer  
The Library will participate in Cranford Day in June.

### **FINANCE REPORT:**

Staff members-Ben and Lauren- attended NJLA tech conference, which concentrated on cyber security.

The Union County Freeholders is once again offering an opportunity for county libraries to apply for a grant to benefit children's programming. Lauren and Stacy are writing the grant, which is estimated to have a value of \$5,000.

Michael has joined Tech Soup. The membership allows nonprofit agencies to purchase technology hardware and software at greatly reduced prices. Michael is considering:

- Purchasing computers at a 90% discount
- Purchasing Quick Books at a cost of \$50. per year of administrative costs and includes discount training
- Access to Grant Station at a cost of \$99 per year-information on availability of grants
- Trial membership to Asana at a 50% discount-a project management software

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

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

### **COMMITTEE REPORTS:**

**Audit:** No report

#### **Finance:**

Matt spoke to the Mayor about the credit card issue and he mentioned that the Township has switched its accounts to Investors Savings Bank. Michael, Matt, the Mayor, Township CFO, and Township Administrator will meet to discuss the Libraries' finances.

#### **Building & Grounds:**

Library Interiors will look at the proposed Teen Space on June 4  
A front step is broken and Michael will speak to Jeff about it.

**Personnel:** No report

**Grants & Gifts:** No Report

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

There was no applicant for this year's scholarship. The Book Sale will be June 5-6. They have approved all requested programs and gift for adult summer reading program Michael will ask Lauren to attend a future Friends meeting.

**Policy:** No report

**Public Relations:**

Michael was disappointed in the newspaper coverage of this month's events

Michael sends out notifications of library events on this basis:

Children's events: monthly

Newsletter: semi monthly

Weekly Roundup: weekly

**Strategic Plan:** No report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

None

**ADJOURNMENT:**

Matt made a motion to adjourn. The motion was seconded by Susan. All board members present voted yes. The meeting was adjourned at 7:41 PM.

Respectfully submitted,

*Arline McCloskey*

Arline McCloskey  
Secretary