

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Oct. 26, 2016

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: Ann Darby, Commissioner Patrick Giblin, Dr. Wayne Hayes, Arline McCloskey,
Judy Panagakos, Pat Pavlak, Marge Shackell, Joe Starkey, Andrea Van Bergen
Staff: John Malar, Judy Klimowicz

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 Joe to accept the minutes of the previous regular meeting. The motion was seconded by Ann. Members of the board that were present all voted yes to accept the minutes as presented.

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat mentioned that she had been to the library on Saturday to see the film that had been filmed in the library and it was a great short film. A copy is in the library collection if anyone wants to see it.

DIRECTOR'S REPORT:

Circulation: John reported that the average daily circulation was up in the Adult and Children's departments and about the same in Young Adult. Overall we were up 155 items. We reviewed the remaining charts. The total number of sessions was down, due mostly to the fall-off in PebbleGo. However, there were noticeable increases in other areas. The number of searches was down due mostly to a big dip in searches of EBSCOhost, and HeritageQuest. The number of searches of the Cranford Archive increased. The number of views of PebbleGo were down considerably, as were views of EBSCOhost and HeritageQuest. Views of the Cranford Archive, the Historical New York Times, and TumbleBook were up a good deal. The number of unique patrons using eLibraryNJ increased from 204 to 221. The eLibrary total of 748 books checked out is the second highest since we started the service. The highest was 809 in August of this year.

Social Media: John reported that he began sending the library newsletter using Constant Contact with the September-October issue. It was very successful. The November-December newsletter will go out on October 28. Hopefully, it will be just as successful. The Facebook statistics continue to grow. Total lifetime likes increased from 623 to 1,007. Soon the teen

Facebook page will be merged with the main Facebook page. The number of Instagram and Twitter followers has also grown.

Finance: John advised that it seems as if we will have a balance of approximately \$6,000 for 2016. If that works out, the money will go towards the book budget.

Programs: John gave a recap of the programs that had been held since the last meeting and reported on upcoming programs.

Website: John advised that the website is 99% complete and should be done in the next day or so. Some of the files are pdf and he will need more instruction on how to upload them.

Active Shooter Training: This was rescheduled and will be held on October 27th.

TREASURER'S REPORT:

Judy reported that she had reviewed the bills and all was in order. Joe made a motion to pay the bills. The motion was seconded by Marge. All board members present voted yes and the motion was approved.

COMMITTEE REPORTS:

Finance:

None.

Building & Grounds:

None.

Personnel:

None.

Grants & Gifts:

None.

Liaison to the Friends of the Library:

Marge reported that fundraising items continue to be sold at the desk. Maddie Spitz complimented the librarians for the fine work they do helping to sell these items. The October book sale netted \$6,037.00 with 610 customers over the four days. The Friends held a "thank you" bagel breakfast for book sale workers on Sept. 10th. Some of the excess books that cannot be sold at our sales are being donated to a school in Ghana. The next sale will be January 4-7, 2017.

The Friends took part in a Union County Friends of the Library meeting on Oct. 1st. It was held in Mountainside. Next year, Westfield has volunteered to host this meeting. John had submitted a list of requests to the Friends. They were able to approve most of the list but will have to wait until further book sales are completed before they can approve the balance.

Policy:

Wayne's project will be covered under "Unfinished Business".

Public Relations:

John provided all board members with a written list of notifications and library news that was sent to the newspapers.

Long Range Planning:

None.

UNFINISHED BUSINESS:

Wayne reported on his progress in preparing a new handbook for library employees. He advised that most of the current staff manual can be discarded since the items are already covered in the Township Employee Handbook and also in the CWA contract. There are some items that relate solely to the library and these should be included. He feels we should simplify the current manual as much as possible, hence using the term “handbook” rather than “manual”. There are three employees that are not covered in the CWA contract and we must come up with a way to include them in the handbook. There was discussion on how to include ADA information – would it be ADA information for the staff or should it be information to prepare the staff to deal with ADA situations. John will forward all board members a copy of the Township Employee Manual so that they can review it before the next meeting.

NEW BUSINESS:

John reported that he had prepared the 2017 budget. He provided all board members with a copy of a draft budget and requested that we go into closed session to discuss some of the topics. Andrea made a motion to move into closed session. The motion was seconded by Marge. All members present voted yes and the board moved into closed session at 7:53 PM.

The board returned to open session at 7:58 PM. The board reviewed the proposed 2017 budget. There are 3 non-union employees and 6 union members. The total budget has a total of \$1,411,371. If health costs and fringe benefits increase only slightly we should have enough money in the budget to return some of the library hours to the schedule. There was discussion regarding the 2017 capital expense request. We are waiting to hear regarding the construction bond legislation. If the bond goes through we hope we can use some of it for the Children’s Room expansion. The cost for the expansion would be \$1,576,623.00. Although the 1/3 mil amount from the township has increased somewhat, it is still less than the amount we received in 2009 and 2010. John will check with the Township Administrator about the procedure to request capital funding. Pat recommended that the township commissioners be invited to the library to tour the Children’s Room and see exactly what our needs are.

ADJOURNMENT:

Judy made a motion to adjourn. The motion was seconded by Andrea. All board members present voted yes. The meeting was adjourned at 8:15 PM.

Respectfully submitted,
Marge Shackell
Marge Shackell
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Wednesday, November 16, 2016, in the library.