

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING –
Thursday, February 22, 2018

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:03 PM in the Cranford Public Library.

Present:

Trustees: Pat Pavlak, Ann Darby, Dr. Wayne Hayes, Arline McCloskey, Judy Panagakos,
Joe Starkey, Susan Burke

Staff: Michael Maziekien, Judy Klimowicz

Absent: Kate Rappa, Commissioner Giblin

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

COMMUNICATIONS:

None.

PRESIDENT'S REPORT

Pat and Michael met with the Cranford Township committee regarding the budget and proposed children's room expansion. According to the architect, the proposal cost has increased from \$1.5 million to \$1.8 million. Therefore, the Library is requesting \$960,000 from the town and will apply for the remaining from the state fund. Discussion took place on NJ library law and the prohibition of public libraries fundraising and having debt.

Michael reminded board members that they may advocate as private citizens, but not as trustee board members.

Michael has prepared an information packet for the Township Committee members and other interested parties. He cited the 3 main points for the proposed expansion that is covered in the packet:

- Early literacy program and collection
- Safety-current room lacks sight lines
- ADA compliant-the front ramp will be straightened

Michael and Pat will meet with our Township Committee representative, Commissioner Giblin to go over the proposal. A commitment is needed from the Township Committee before applying for state funding. It was noted that Cranford residents supported the passage of the state library construction bond in the last election.

DIRECTOR'S REPORT:

Circulation is up compared to last month. In an effort to increase the use of Pronunciator, it is being publicized to library patrons. Hoopla has turned off automatic reminders to patrons, which may help with cost.

The Libraries of Union County Consortium (LUCC) will have a trip to the Morgan Library and New York Public Library which Lauren Antolino, Children's Librarian, will participate.

Following up on a previous discussion, Michael found estimates of purchasing an additional Book Drop for donations. They are very costly.

In regard to opening on Sundays, Michael spoke to the Westfield Library Director. Currently 147 Cranford residents have Westfield library cards. Westfield could not provide data on how many Cranford residents use their facility on Sundays.

TREASURER'S REPORT:

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

COMMITTEE REPORTS:

Finance:

All in order

Building & Grounds:

Pat noticed people driving the wrong way in the parking lot. A suggestion was made to repaint the lines.

Personnel:

No report

Grants & Gifts:

No report

Liaison to the Friends of the Library:

Ann will ask the Friends to publicize the fact that they accept book donations year round.

Michael will create a press release and send an email blast to patrons. The Friends approved a summer concert series. They also donated \$5,000 toward the children's summer reading program.

Policy:

No report

Public Relations:

Michael provided all board members with a list of notices he had sent out and mentioned in his report the recent communications concerning library events and news.

Michael has created a flyer template to simplify publicizing events. TV35 will film events for broadcast whenever possible. The Westfield Leader has been printing articles about library events.

Long Range Planning:

No report

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Michael asked the Board to approve a petty cash fund of \$100 to be used primarily for postal expenses.

Michael has advertised for the position of Library Associate. He is looking for possibly 2 candidates to each work 10 hours per week. If a candidate is willing to work more hours, including every Saturday, one person will be hired to fill the needed position. A discussion was held concerning Library Associate salary, and Judy made a motion to approve a Library Associate salary of \$22.00 per hour. Ann made the second, and it was approved by all Board members present.

Michael has hired 2 additional people for the circulation desk.

It was decided that the Library is able to increase its current hours. Beginning the first week of April, the Library will be open Monday-Thursday until 9:00pm and Saturday until 5:00pm. Summer Saturday hours will be 10-2pm. (beginning the week school is closed until Labor Day). The feasibility of Sunday hours will be addressed in the upcoming strategic plan and involve community input. It was noted that Sunday hours will require discussion with the employee union and an amendment to the employee contract.

Susan requested information on the children's room expansion project that can be shared with the public.

ADJOURNMENT:

Joe made a motion to adjourn. The motion was seconded by Wayne. The meeting was adjourned at 8:25pm.

Respectfully submitted,

Arline McCloskey

Arline McCloskey
Secretary

The next regular meeting of the Cranford Public Library Board of Trustees will be held on Thursday, March 22 at 7:00pm in the Community Center