

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – May 25, 2017**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:10 PM in the Cranford Community Center.

**Present:**

Trustees: Dr. Wayne Hayes, Arline McCloskey, Marge Shackell, Joe Starkey, Susan Burke,  
Pat Pavlak, Andrea Van Bergen

Staff: John Malar, Judy Klimowicz

Absent: Deputy Mayor Giblin, Judy Panagakos, Ann Darby

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

**COMMUNICATIONS:**

None.

**PRESIDENT'S REPORT**

Pat attended Library Legislation Day in Washington DC this month. She had an opportunity to speak with our representatives including Congressman Leonard Lance concerning issues facing libraries in particular reinstating the appropriation funding. Pat Tumulty, the Executive Director of the NJLA feels confident that the construction bond will be on the November ballot.

**DIRECTOR'S REPORT:**

**Circulation**

**Chart 1 – Circulation**

Average daily circulation for April was up in all three departments, going from 750 items in April 2016 to 777 items in 2017.

## Chart 2 – Sessions, Searches & Views

### *Sessions*

The number of Corfacts sessions for April 2016 was 313, and the number this past April was 157, a decrease of 156 sessions. The average number of Corfacts sessions per month in January, February and March 2017 was 255, so John believes the April number may be an aberration.

Overall, the number sessions was down by 677, once you include the Corfacts data. In addition to Corfacts, there were big dips in Cranford Archive, Marshall Cavendish, PebbleGo, Pronunciator, public Internet, and Wi-Fi sessions.

### *Searches*

Although the number of sessions was down, the number of searches was up with respect to all the resources, except Facts on File.

### *Retrievals/Views*

Retrievals/Views were also generally down, but the large number of views of the Cranford Archive helped push the total number of retrievals/views to the positive side.

### *New Column: Users*

Included in this chart for the first time is a new column entitled *Users*. It includes the number of registered users of Pronunciator and the number of unique visitors to the Cranford Archive.

## Chart 3 – Misc. Categories, Social Media, and Email Services

### *eLibraryNJ*

The eLibraryNJ statistics were generally up, with the number of new patrons going from 179 to 196 and the number check-outs going from 620 to 635.

### *hoopla*

Here are download totals by category:

- 92 audiobooks
- 87 ebooks
- 17 music albums
- 23 movies
- 9 comic books
- 5 TV shows

The cost to the library was \$454. Last month's cost was \$528.

### *Programs*

Since the last board meeting:

- Program on New Jersey shipwrecks on May 3
- Literary Café on May 6
- City Winds Trio on May 8
- Theater Project play reading on May 13
- Foreign film screenings on May 15
- “How to Shop Local . . . The Early 20<sup>th</sup> Century Way” on May 17

- Legislative Breakfast on May 19
- Local author Holli Bassin (*From Anaphylaxis to Buttercream*) on May 20
- Readers' Forum on May 22
- "Creating a Rain Garden at Your Home" on May 23 – Marian Glenn, President of the Rahway River Watershed Association, and Toby Horton, Department of Landscape Architecture and Rutgers Cooperative Extension Service

Coming up:

- Local author Alex Bernstein on May 31
- Cranford High School art exhibit, June 1 to 13
- Friends of the Library book sale, June 7 to 10
- *Lilia!*, a one woman play, on June 12
- Children's Room book sale, June 17 to 23
- Foreign film screenings on June 19

A Legislative Breakfast was attended by Susan Burke. Susan reported that local mayors and representatives from area libraries attended, including Cranford Mayor Hannon and Cranford Deputy Mayor Giblin. The Library Construction Bond, State Aid, and increased funding were topics of discussion. It was noted that Union County has strong support for its libraries.

### ***Annual Report***

The Annual Report was sent to Board members and will appear on the library website. Wayne questioned if there should be an outreach to segments of population we aren't reaching that is evident in the statistics from the Annual Report. Wayne congratulated the staff for a well done Annual Report. John noted Bev for the work she does for the Annual Report. Pat suggested emailing the "library value" page to patrons and putting it on the Library Facebook page

### ***CWA***

Meeting date is July 6, 2017 at 4:30pm. Pat John, and Andrea will meet with our attorney and the CWA.

### ***Cataloging Dept.***

Debbie Prato, who was once head of the cataloging department and has been working in the cataloging department part-time, will re-assume that position, also on a part-time basis. She will be replacing Sally Hanford who is moving.

### ***Baby Boxes***

The library put in the order for the baby boxes in late April and received a confirmation from the Baby Box Company that they will be arriving soon. The Friends of the Library agreed to supply a board book for each box given away.

### ***Automatic Renewals***

At the last meeting, Susan Burke pointed out that she thought that some of our patrons did not seem to understand the library's automatic renewal service. They were under the impression that automatic renewals meant limitless renewals, which is not the case. In order to clarify how automatic renewals work, John:

- posted an article about how automatic renewals work on the library Facebook page on May 3. It reached 1,033 people. The average daily reach is 699, so there was more than the usual interest in the post.
- sent a Constant Contact email. It went to 3,601 addresses and 1429 were opened. That's an open rate of just under 40%, which is very high.
- included an article in this Saturday's *Wowbrary* mailing
- will include an article about automatic renewals in the July-August *Reader*

### ***Lewd Behavior Incident***

It occurred on Wednesday, May 10, at approximately 2:00 p.m.

John spoke to the victim, an elderly woman. Although the police informed her that she could file a complaint regarding the incident, she didn't do so on that day and John doesn't know if she ever decided to do so.

Police brought the perpetrator to his group home on Hollywood Avenue. The police suggested to the group home administrators that the patron should no longer be dropped off at the library and they agreed not to drop him off at the library any more.

John spoke to Sgt. Ryan Greco, who was in charge of the case, about the incident. He suggested banning the patron from the library.

John spoke to Pat Pavlak about it. She agreed he should be banned. John emailed Terence Wall, the Township Administrator, about it. He also agreed.

John sent a letter to the patron on Monday, May 15, letting him know that he could not come to the library or the community center until further notice. Copied Terence Wall, Pat Pavlak, Deputy Mayor Giblin, Chief Wozniak, and Recreation Department Director Steve Robertazzi.

The patron entered the library on May 17. John told him to leave and the staff hasn't seen him since.

John has an understanding with the police that we can call and have him removed if he ever refuses to leave library.

The Board was content with the way John handled the situation.

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

None

### **COMMITTEE REPORTS:**

#### **Finance:**

#### ***Capital Request from Cranford Township***

The library's capital request to expand the Children's Room was not approved.

### *Annual Audit*

The auditor will be here on Tuesday.

### **Building & Grounds:**

The roof leaks were repaired, but more leaks were discovered in a window area. Public Works repaired the storm drains, but waiting for them to repair fence area due to a car incident several months ago.

### **Personnel:**

None

### **Grants & Gifts:**

John received notification that the library will receive a bequest in the amount of \$2,500 from the estate of Dorothy "Dot" Furness. Also, her obituary named the library as one place to send contributions in her name, although John believes we received only one for \$25. She was 88 and had lived in Cranford for 40 years before moving to south Jersey.

The Union County grant application for funding for youth services was submitted last week. Lauren Antolino and Maddy Santore wrote the Description and Summary and are requesting just under \$7,500.

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

Book Sale scheduled for June 7-10.

They did not receive any applications for their scholarship.

They committed \$6,000 to purchase Fiction books. They will fund an upcoming musical program. They will supply a Board Book in every Baby Box.

### **Policy:**

None

### **Public Relations:**

John mentioned in his report the recent communications concerning library events and news

### **Long Range Planning:**

None

### **UNFINISHED BUSINESS:**

Wayne and John presented the final version of the improved Staff Handbook. Pat thanked Wayne and John for their commendable job.

The Board unanimously agreed that: The Cranford Public Library Board of Trustees hereby endorses the adoption of the Cranford Public Library Staff Handbook

John will email a copy to all staff members and hard copies will be available in the library.

**NEW BUSINESS:**

None

**ADJOURNMENT:**

Wayne made a motion to adjourn. The motion was seconded by Susan. The meeting was adjourned at 7:55 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, June 22, 2017 at 7:00PM in the Cranford Community Center