

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**JUNE 22, 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: Ann Darby, Arline McCloskey, Andrea Van Bergen Judy Panagakos, Joe Starkey, Pat Pavlak  
Staff: John Malar, Judy Klimowicz  
Absent: Dr. Wayne Hayes, Marge Shackell, Susan Burke, Deputy Mayor 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 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:**

John received two thank you notes regarding the coding program.

**PRESIDENT'S REPORT**

Pat requested John to complete a job description to assist with the search for a new library directory. John has a December 31 official retirement date. The position will be advertised on Library Link NJ and the NJLA website in September. Pat will put together a packet to educate board members on the process of hiring a library director. It was suggested that representatives of other groups such as The Friends of the Cranford Library be part of the search committee.

**DIRECTOR'S REPORT:**

**Circulation**

Chart 1 – Circulation

Total circulation for the month of May 2017 was comparable to that of May 2016.

Chart 2 – Sessions, Searches & Views

**Sessions**

The number of sessions in May 2017 was also comparable to those in May 2016. The Cranford Archive saw an increase in the number of sessions, which went from 466 to 973. EBSCOhost sessions went from 15 to 62. The Historical New York Times sessions went from 21 to 53. Wi-Fi

sessions went from 1,729 to 1,882. There were large dips in sessions on Corfacts, PebbleGo, the public Internet stations, and World Book.

### ***Searches***

The number of searches was up overall, thanks in large part to the number of searches of the Cranford Archive, which went from 1,125 to 2,858. However, searches of EBSCOhost, HeritageQuest, and the Historical New York Times were also up considerably.

### ***Retrievals/Views***

Views were also up significantly, again, thanks in large part to the Cranford Archive. Views of EBSCOhost, and the Historical New York Times were also up a good deal. On the negative side, views of Marshall Cavendish went from 113 to 12, views of PebbleGo went from 1,087 to 77, views of PebbleGo Next went from 65 to 0, and views of TumbleBook went from 303 to 132.

### ***Users***

The number of unique users of the Cranford Archive went from 128 in May 2016 to 71 in May 2017. We currently have 265 people registered to use Pronunciator.

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

#### ***eLibraryNJ***

The number of unique patrons who used the service in this past May was 223. The number of checkouts increased from 607 to 677.

#### ***hoopla***

19 patrons registered for hoopla in May 2017. 78 unique patrons checked out a total of 192 items: 88 audiobooks, 67 ebooks, 13 comic books, 10 movies, 11 music albums, and 3 television shows. Currently the estimated one year cost is \$5,401.92

### ***Programs***

Since the last board meeting:

- Local author Alex Bernstein on May 31
- Cranford High School art exhibit, June 1 to 13
- Program on scams on June 7
- Friends of the Library book sale, June 7 to 10
- *Lilia!*, a one woman play, on June 12
- Adult summer reading program, June 16 to August 4
- Children's summer reading program, June 17 to August 17. As part of the overall program, the Children's Room will be hosting special family programs every Wednesday evening from June 28 to August 2. These programs are paid for the by Friends of the Library
- Children's Room book sale, June 17 to 23
- Foreign film screenings on June 19

Coming up:

- Program on veterans' benefits on June 23
- Teen summer reading program, June 27 to August 9
- Cimarron Sky Band on June 26

- Radiance Chamber Ensemble on July 13
- Foreign film screenings on July 17
- Local author Elizabeth Caissie on July 18
- Harpist Kim Robinson on July 20
- Belle Tones on July 24

***Power Outage on Saturday, June 17***

This past Saturday was the kick-off for the children's summer reading program. A "Touch a Truck" program was scheduled as part of the kick-off, but heavy rain limited its success. Also, the library lost power at about noon and the library closed shortly thereafter as a result.

***Children's Book Sale***

The children's book sale began last Saturday and, despite having to close early because of the power outage, the sale is doing well.

***Baby Boxes***

The baby box order has been acknowledged. However, owing to the popularity of the program, the company is behind with its shipments.

**CWA**

The meeting with the CWA is set for July 6 at 4:45pm. Allan Roth, the library's labor attorney, Pat, Andrea and John will represent library management. The proposal consists of four issues:

- Salaries & Wages
- Eligibility for part-time benefits
- Addition of Vision Care
- Sick leave terminal pay

**TREASURER'S REPORT:**

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

Ann made a motion to pay July's bills pending Judy's examination. Andrea seconded the motion and all board members present voted yes.

**COMMITTEE REPORTS:**

**Finance:**

The auditor completed his work at the library last week.

**Building & Grounds:**

The air conditioner was repaired, but the company needed to be called in again for further service. The rear fence was repaired. The garage owner asked if something could be done to prevent another accident. John forwarded the email request to the township offices.

**Personnel:**

The search for a new library director was discussed during President's report

**Grants & Gifts:**

None

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

The June Book Sale was held. The group approved Theater Project play readings, money for the Adult Summer Reading program, and volunteers were asked to help at the children's carnival in August.

**Policy:**

None

**Public Relations:**

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

**Long Range Planning:**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

An email to all board members will be sent informing them of the summer meeting date.

**ADJOURNMENT:**

Joe 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, August 10 at 7:00pm in the Community Center