

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Thursday, September 28, 2023**

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Wayne Hayes at 7:04 pm at the Cranford Public Library and attendance was taken by roll call.

**Present:**

Trustees: Wayne Hayes, Pat Pavlak (via Phone), Beth Rees,, Matthew Jackson,,  
Cranford Schools Representative: Arline McCloskey

Staff: Judy Klimowicz, Kathryn Cannarozzi

**Absent:** Mai Reitmeyer, Susan Burke, Kate Rappa, Township Representative:  
Mayor Brian Andrews (all excused)

**Members of the Public:** None

**Open Public Meeting Announcement:**

The meeting was opened with:

“The requirements of the New Jersey Open Public Meetings law have been satisfied by the notification of the Star Ledger, the Union County Local Source, the Westfield Leader, TV35 and the office of the Township Clerk of the date, the time and the place of the meeting, and by posting the same information on the library website and in the library.

The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting.”

**Minutes of the Previous Meeting:**

Beth made a motion to approve the previous month’s minutes, Matt seconded. The minutes were approved by all who were present at the August meeting.

**PUBLIC COMMENTS:**

None

**COMMUNICATIONS:**

None

**PRESIDENT'S REPORT**

Pat encouraged trustees to attend the LUCC reception on October 25.

### **DIRECTOR'S REPORT:**

Kathy will email the trustees an invitation to the LUCC reception.

There will be rededication of the Teen Space on Saturday.

A committee was formed for the Expansion Project. Board member representatives will be Matt, Kate, Pat and Beth.

There will be a nominal increase in the cost of printing to patrons

### **ASSISTANT DIRECTOR REPORT:**

Covered during Director's report

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

The Treasurer reviewed the bills, and all are in order.

Matt made a motion to accept the monthly bills, Wayne seconded. A roll call vote was held and all present voted "yes" to approve payment of bills owed.

### **COMMITTEE REPORTS:**

#### **Finance:**

The board and town attorneys will work through the Shared Services Agreement

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

Beth distributed the resume of the volunteer who has extensive project management experience

#### **Personnel:**

Volunteers with special needs are assisting with a library project

#### **Grants & Gifts:**

None

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

Mai sent the following report by email:

The Friends have 2 new outlets for Library overflow books (discards)

Union County Youth Detention Center took 4 boxes of YA books

Cranford Rehab took art books, large print books and coffee table books

Additionally, 80 boxes went to Better World Books and over 50 boxes went to Taiwan

The next book sale is scheduled for Oct 19-21. As of last Thursday, the first four hours of the first day and the first hour on Saturday were already full. Michelle

Stavrou posted about the sale on the Downtown Cranford Facebook page and immediately after the post went up, 40 additional people signed up for the sale. The Lobby sales continue to do very well. Since the last friends meeting in June, the total revenue from the lobby sale was \$283 and the total revenue from the children's cart was \$105.

The Audit committee completed their financial audit. They presented their findings and recommendations at the meeting.

There was discussion regarding whether the Reader, the Friends newsletter, should be sent only by email. Currently, recipients are able to select whether they want to receive a hard copy or an email. However, due to rising postage costs, the mailings are becoming increasingly more expensive. Additionally, the bulk mail permit costs \$290 annually and volunteers are needed to stuff the envelopes each time. The Tote Bag contest was a success, and a very cute drawing was selected as the winner. The Friends produced 150 bags with the winning design and it will be on sale for \$10 at the Book Sale, the Friends table that will be set up in the Library during National Friends of Libraries Week (Oct 15-21) and other Friends fundraisers and events.

The date for the 3rd German Dinner Fundraiser has been set for Wednesday Nov 1, 2023, 6-9pm at the Deutscher Club of Clark. The cost of a ticket is \$50/person. Flyers are available in the Library and have been distributed to various places around town. Those interested can drop off the completed form and check to the main circulation desk at the Library. Attendance is capped at 150 people.

Friends sponsored Library events continue to be well attended. The Friends agreed to support an additional \$2289 worth of programming in Nov through Dec.

**Policy:**

None

**Public Relations:**

There has been good press coverage of events

**By Laws:**

None

**Strategic Planning:**

It was noted that many of the points in our Strategic Plan are being addressed including preliminary work beginning on the children's room expansion and updating the website

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Wayne made proposed resolution:

“Board of Trustees regular meetings will be held by Zoom beginning with the October 2023 meeting. Zoom meetings will continue until further notice”

Matt made a motion to accept the proposed resolution, Wayne seconded. Discussion was held on Zoom vs Hybrid meetings. A roll call vote was held and all present voted “yes” to accept the resolution

**OLD BUSINESS:**

None

**ADJOURNMENT:**

Beth made a motion to adjourn the meeting, Wayne seconded. The meeting was adjourned at 7:28 pm.

Respectfully submitted,

***Arline McCloskey***

Arline McCloskey

Secretary

