

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

The regular meeting of the Cranford Public Library Board of Trustees held via Zoom was called to order by Susan Burke at 7:02 pm and attendance was taken by roll call.

Present:

Trustees: Mai Reitmeyer, Susan Burke, Kate Rappa, Beth Rees, Matthew Jackson

Cranford Schools Representative: Arline McCloskey

Township Representative: Mayor Brian Andrews

Staff: Judy Klimowicz, Kathryn Cannarozzi

Absent: Wayne Hayes (excused)

Members of the Public: Mary Catherine Sudiak

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. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.”

Minutes of the Previous Meeting:

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

PUBLIC COMMENTS:

Ms Sudiak, a Cranford Public Library staff member, gave background information about the sustainable library initiative and the steps the Cranford Library needs to

take to become certified. The one-time fee is \$800 which will give the Library access to educational workshops, resources and tools towards becoming certified. It was noted that as the construction process is just beginning, it is an ideal time to begin the certification process. As the budget will allow for the fee, a roll call vote was held and all present approved the cost to join the sustainable library initiative with an end goal of become certified

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Susan regrettably shared the news that due to health reasons, Pat Pavlak has resigned from the Library Board of Trustees.

Wayne Hayes, due to health reasons was unable to attend his last meeting on the Board as his term has ended.

The Board expresses appreciation for Pat and Wayne's years of devoted service, leadership, and knowledge. They will be sorely missed from their seats on the Board.

DIRECTOR'S REPORT:

Architect bids have been received and the Construction committee will meet to determine which firm to hire.

The new boiler and HVAC will be installed soon. Kathy will investigate having more energy efficient lighting installed in 2024, as suggested in the PSE&G energy audit report.

Staff members have been reassigned to fill vacancies due to staff resigning.

A roofer sealed area on the roof that had caused leakage and in the most recent storm no water was detected.

The 2024 Holiday Closing schedule has been set. All voted in favor of the schedule.

The attorneys are making progress on the Shared Services Agreement.

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, Mai seconded. A roll call vote was held and all present voted "yes" to approve payment of bills owed.

Discussion was held on an employee's request for reimbursement without a receipt. As per policy, the Board determined that reimbursement can only occur with a receipt and voted to deny the request. It was suggested that the employee make an effort to recover receipts needed and then the Board can reconsider the request.

COMMITTEE REPORTS:

Finance:

Discussed during Director's Report

Building & Grounds:

Discussed during Director's Report.

Discussion was held on the broken front door. The DPW will be asked to determine if it can be repaired, but it was noted that the entire front door area will be replaced in the new design.

Personnel:

Union negotiations are still in progress

Grants & Gifts:

None

Liaison to the Friends of the Library:

Slots are filling quickly for the January Book Sale. Cookbooks were sold at a recent meeting of the newly formed Cooking Club. There has been good attendance at all programs and the Friends approved funds for future planned events.

Policy:

None

Public Relations:

There has been good press coverage of events

By Laws:

None

Strategic Planning:

None

Nominating:

Mai, Beth, Matt, and Wayne will meet by the next meeting to fill the vacant slots

UNFINISHED BUSINESS:

The Book Sanctuary proposal was discussed. A roll call vote was held and all present agreed to pass the resolution included in the Board Packet “Declaring the Cranford Public Library To Be A Book Sanctuary”.

NEW BUSINESS:

Logo designs have been submitted by community members. No definite decision has been made yet.

The Board agreed to meet in person at the January meeting.

Brian Andrews thanked Pat and Wayne for their dedicated years of service to the Library Board of Trustees.

The Township Committee will appoint 2 community members to fill the vacancies.

He noted this is an exciting period for the Library with the construction phase ready to go and there are many decisions to be made.

OLD BUSINESS:

None

ADJOURNMENT:

Beth made a motion to adjourn the meeting, Mai seconded. The meeting was adjourned at 8:09pm.

Respectfully submitted,

Arline McCloskey

Arline McCloskey

Secretary

