

**CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING – Wednesday November 15, 2023**

The regular meeting of the Cranford Public Library Board of Trustees held via Zoom was called to order by Susan Burke at 7:07 pm and attendance was taken by roll call.

**Present:**

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

Cranford Schools Representative: Arline McCloskey

Staff: Judy Klimowicz, Kathryn Cannarozzi

**Absent:** Pat Pavlak, 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. 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:**

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

**PUBLIC COMMENTS:**

None

## **COMMUNICATIONS:**

None

## **PRESIDENT'S REPORT**

No Report

## **DIRECTOR'S REPORT:**

As the building's boiler and HVAC system have been evaluated by PSE&G and it has been determined the systems are in poor condition. PSE&G will be replacing the broken boiler, with cost to be spread over five years. Funding to assist with this expense will be explored

The Rotary Club has donated a telescope. It will be used for inhouse programming and be available for circulation.

The Construction Committee will meet this week to define the nature and scope of the project to give to the Township for architects to apply for the job. The plan will include elements of sustainable design.

Sustainability is mentioned in our Strategic Plan. The ALA is offering libraries an opportunity to be certified, with a cost. There may be grants available to pay the \$800 fee.

The Staff Professional Development went well and more professional development will continue in the future

## **ASSISTANT DIRECTOR REPORT:**

Covered during Director's report

## **TREASURER'S REPORT:**

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

There was an out-of-pocket reimbursement for the fish tank maintenance.

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

## **COMMITTEE REPORTS:**

### **Finance:**

No Report

**Building & Grounds:**

PSE&G report discussed during Director's Report.  
Construction committee to meet this week

**Personnel:**

No Report

**Grants & Gifts:**

Covered during Director's Report (telescope donation)

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

The recent Book Sale netted \$6,500 and all slots were filled with interested buyers. The German Dinner fundraiser was well attended. The lobby book sales are generating good income. Trivia Night was held. 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 end of the year

**UNFINISHED BUSINESS:**

The Book Sanctuary proposal was discussed. Kathy reported there is a bill on the topic going through the state government. Kathy will speak to the Westfield Library Director for their feedback as Westfield Public Library became a Book Sanctuary in September.

**NEW BUSINESS:**

The 2024 holiday schedule will be discussed at the December meeting

**OLD BUSINESS:**

The Board will meet via Zoom in December

**ADJOURNMENT:**

Wayne made a motion to adjourn the meeting, Mai seconded. The meeting was adjourned at 7:37pm.

Respectfully submitted,

***Arline McCloskey***

Arline McCloskey

Secretary

