

CRANFORD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING – Thursday, August 24, 2023

The regular meeting of the Cranford Public Library Board of Trustees was called to order by Board President, Pat Pavlak, at 7:14pm at the Cranford Public Library and the Secretary took attendance by roll call.

Present:

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

Cranford Schools Representative: Arline McCloskey

Staff: Judy Klimowicz, Kathryn Cannarozzi

Absent: Wayne Hayes, (excused) Township Representative: Mayor Brian Andrews

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:

Kate made a motion to approve the previous month’s minutes, Mai seconded. The minutes were approved by all who were present at the July meeting-Susan abstained.

PUBLIC COMMENTS:

None

COMMUNICATIONS:

None

PRESIDENT'S REPORT

Pat thanked the library staff on behalf of the Board for their efforts to make the Tosho-Con event a great success. The event was well attended, with many dressing in costume.

DIRECTOR'S REPORT:

The Book Bike has had appearances at the children's carnival, and are awaiting helmets for the bicycle to be used throughout town.

TV35 covered the children's carnival, Tosho-Con event, and the acquisition of the Book Bike.

The newly hired Head of Access Services staff member will have a job title of Principal Librarian.

There will be a Staff Development Day in October. The day will consist of a speaker, lunch, and department meetings.

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

ASSISTANT DIRECTOR REPORT:

Covered during Director's report

TREASURER'S REPORT:

Discussion was held on the payment of bills in real time vs waiting for board approval. Kate will discuss with Lise and bring more information to the Board before an adjustment to payment policies are made.

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

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

COMMITTEE REPORTS:

Finance:

A draft of the Shared Services Agreement was received and it was decided that the Board attorney should meet directly with Township attorney.

Building & Grounds:

A bid has been received for the front door repair. The HVAC system and a bathroom needed small repairs.

Personnel:

The new staff contract has been discussed with the attorney

Grants & Gifts:

None

Liaison to the Friends of the Library:

The group does not have a meeting this month. There will be a fundraiser on November 1, 2023 at the Deutscher Club in Clark.

Policy:

A Board member questioned if the public computers were erased each evening of the days use. Kathy assured the Board this is done every night.

Public Relations:

There has been good press coverage of events, in particular TV35 - as noted in Director's report.

By Laws:

None

Strategic Planning:

It was noted that many of the points in our Strategic Plan are being addressed.

UNFINISHED BUSINESS:

The funds have been approved and payment made so the newly designed website is being worked on.

NEW BUSINESS:

None

OLD BUSINESS:

None

ADJOURNMENT:

Susan made a motion to adjourn the meeting, Matt seconded. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Arline McCloskey

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Secretary

