APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 2018

The meeting was called to order at 7:00 P.M. by President Linda McCoy with a flag salute and a moment of meditation. Library Counsel read an announcement which stated that pursuant to the Open Public Meetings Act, notice of the meeting had been given in the annual meeting notice which was provided to the Record, the Herald News, the Clifton Journal, had been posted at the Main Library, Clifton City Hall and filed with the Clifton City Clerk.

Present:, Barbara Polk, Tracy Sterni, Patricia Vasilik, David White, Mayor James Anzaldi, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Marianna Gozdz, Margaret Kennedy, Richard Ruggiero, Superintendent Richard Tardalo.

MINUTES

On motion made by Mr. Ruggiero and seconded by Ms. Polk the Board, with all present being in favor, voted to approve the minutes of April 18, 2018 meeting of the Board of Trustees.

DIRECTOR'S REPORT

The Library held its 7th annual DIA celebration in April. The Library held a display and programs on the theme of diversity. The Director reported that the Library received many verbal compliments and one positive comment card. However, there were some issues did arise. Notable were comments regarding the representations of Palestine and Israel. The Library spoke or responded to each person who commented (except those who commented anonymously or without contact information). These patrons were told that the exhibit is meant to showcase culture, not politics. The whole community was invited to display items, these were people who responded, and that it is by no means representative of every culture in our diverse city. The Library fit as much as space allowed, and no one was turned away. The librarians and the Director have had ongoing conversations about this, and they are considering ways to make things work differently next year.

The Library has been approached by the New Jersey Wind Symphony, a not-for-profit, about the possibility of the Library housing their music. The orchestra librarian, who lives in Clifton, currently has music and a reproducing machine in his house. The Director is gathering information on whether this would be feasible in terms of space. There are further issues regarding access, security, legalities, and whether it is proper for the Library as a public institution to enter into such an agreement.

Statewide delivery service with the failed vendor, Expak, has ended, and we have transitioned back to TForce, the previous company.

Standing orders and direct order plans are working well. With tech services fully staffed again, they are catching up on mending, special projects and processing donations.

The FRIENDS semi-annual membership meeting took place on April 19. Guest speaker Michael Gabriele spoke about his newest book, "New Jersey Folk Revival Music," before regaling the packed room with examples of songs with help from fellow musicians Dan Rausch and Dante Guariglia.

The Library had a table on Main Avenue on Saturday, May 5 during Downtown Clifton's International Festival.

The Library participated in Free Comic Book Day on May 5, offering a few titles for the taking in all three ages levels – Children's, Teens, and Adult. There was also a raffle for prize bags containing items gathered at librarian conferences.

The Library has had more questions about Overdrive's Libby app. Barbara Altilio will be sitting down with the library assistants at Allwood to explain what it is and how it works.

Book Nook sales have been steady and the Library has been receiving an overwhelming number of materials donations.

The Girls Who Code program has begun and will run for 10 weeks.

At the beginning of May, artists Eugenia Gore, Robyn Burns and Gloria Chen hung their pieces in the gallery at Main.

The company hired to conduct the infrared imaging on the Main roof came recently. The could not complete the imaging as the temperature on the roof dropped down enough to make the moisture convert to ice. This made it hazardous to continue working. They will be back to finish the job.

Staff is working on creating a little garden area on the parking lot side of Allwood. This is being done with donation money received last year from family of departed Muriel Petersen.

DONATIONS

The Director reported that the Library received the following donations:

Unrestricted:

All in memory of Trustee Joyce Sunshine:

$25	Sandra Autorino
$25	Rosemary Trinkle Baran
$50	Debra Mazon (PayPal; total deposited was $48.60)
$25	Tracy Sterni

Restricted:

$100 for books & display stands	FRIENDS of the Clifton Public Library In memory of Joyce Sunshine
$100 for books	Adele Piela In memory of Tracy Harrington Dickinson
$1,000 for books	Adele Piela In memory of Hilda Piela & Bertha Szewczyk

Restricted – DEPARTMENTAL:
$42.31 Interest earned on EW Fund for juvenile programs

Miscellaneous:
A one-of-a-kind art glass sculpture by artist Peter Bramhall, a gift from the Clifton Arts Center to the Allwood Branch.

BUILDING AND PROPERTY COMMITTEE

Board reviewed quotes from two masons for repair of walkway pavers at the Main Library. The Library will try to get a third quote.

Board discusses the merits of having PSE&G do an energy audit. The consensus of the Board is for the Director to investigate this further and report to the Board in June.

PERSONNEL COMMITTEE

On motion made by Ms. Polk and seconded by Ms. Vasilik, the Board, with all present being in favor, voted to accept the resignation of Alka Patel, Librarian 1, Children's Department effective at close of business May 23, 2018, to accept the resignation of Megan Rothlauf, Page effective at close of business April 26, 2018, to hire Joyce Corey as Page 12 hours per week, $8.60 per hour, start date dependent on background check and to hire Matt Agnoli as Page, 17 hours per week, $8.60 per hour, start date dependent on background check

TECHNOLOGY COMMITTEE

The Director has had several conference calls with Jersey Connect over the last few months. As a result, Justine Tomczak and Barbara Altilio now have access to their "dashboard," where they can view wireless statistics in a variety of ways. All of access points in both buildings are named by location, so we can see where the heaviest usage is located. The committee wants to create a disclaimer page, where patrons will need to agree to usage terms and our limitation of liability. The committee has started looking at examples from other libraries and aim to have one ready to implement in June.

Some libraries in PALSPlus have begun circulating mobile hotspots to their patrons. This allows them to have internet access in their homes and on the road. The Director has obtained a lot of feedback from the directors of those libraries'. T-Mobile and Verizon are two vendors the Library is reviewing. The committee would like to provide this service however there are some questions and the initial setup will take some time. The committee will look into this again in the fall as something to consider when budgeting for next year.

The committee is making a new website a priority. The Director will reach out to the three vendors which gave the Library proposals in late 2016/early 2017 to see if the prices are still valid. Meanwhile, the Director has a conference call scheduled with a website company for nonprofits that has 1-to-1 grants and will follow up with two other companies that just came to her attention (one specializes in municipal websites, the other has done quite a few libraries in North Jersey). The committee is targeting completion by September/October.

The tech upgrade of the Main Library community room has $50,000 in funding for the city. The committee wants to upgrade Main, and possibly Allwood if budget allows, with some form of audio (speakers, microphones) and video (projectors, screens, smart TVs, etc.) The Library is in the process of obtaining quotes. Once the committee has quotes it will allow us to determine how much, if any, work can be done at the Allwood community room, as well as if we'll need to go out to bid.

FINANCE COMMITTEE

On motion made by Ms. Sterni and seconded by Mr. White, the Board, with all present being in favor, voted to approve the Encumbrance List dated May 1, 2018 (2018 Budget) in the amount of $38,825.71, the Encumbrance List dated May 1, 2018 (2017 Budget) in the amount of $31.44, the Claims List dated May 16, 2018 (2018 Budget) in the amount of $29,230.39.

NEW BUSINESS

On motion made by Ms. Sterni and seconded by Mr. White, the Board, with all present being in favor, voted to approve a budget of $2,000 for staff appreciation luncheon.

The Director brought to the trustees a program of free trustee training videos through the American Library Association. The password to access the videos expires at the end of June.

There being no further business before the Board, on motion made by Ms. Vasilik and seconded by Mr. White, the Board, with all present being in favor, voted to adjourn at 7:48 P.M.

Respectfully submitted
Michael A. Cerone, Jr
MICHAEL A. CERONE, JR.
Library Counsel