UNAPPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 18, 2018

The meeting was called to order at 7:02 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: Margaret Kennedy, Barbara Polk, Tracy Sterni, Patricia Vasilik, David White, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr. Richard Ruggiero arrived at 7:50 pm at the beginning of New Business.

Absent: Marianna Gozdz, Superintendent Richard Tardalo and Mayor James Anzaldi.

MINUTES

On motion made by Mr. White and seconded by Ms. Polk the Board, with all present being in favor, voted to approve the minutes of June 20, 2018 meeting of the Board of Trustees.

DIRECTOR'S REPORT

The Director reported that the Allwood van was hit by a car while it was parked in the Allwood Branch parking lot. A neighbor saw the accident and was able to stop the driver of the car. The damage to the van is minor.

The Director attended a department head meeting at City Hall to review the auditor's comments (the Library is still awaiting the actual report). The comments for the Library were minimal. Sydel Cohen, Christine Althawabta and the Director are meeting with the auditor on July 19 to review the auditor's comments and make sure the Library will take proper corrective actions going forward.

PALS Plus is running a consortium-wide summer program once again. Riffing off the "Libraries Rock!" summer reading theme, they have produced "The Great Library Tour," with the goal of making patrons aware that their library cards are accepted at every PALS Plus library and promoting music events happening at libraries and other venues in our member towns. Passaic County Freeholders, which contribute to PALS Plus, were pleased to learn of this cross-promotional effort.

LibraryLink is offering a $500 subsidy for staff training. In the past it was $750, which the Library had received many times. The subsidy is less now due to their budget situation. Last

year, the Library did not have a staff development day due to closure for the carpeting project. The Director would like to run a staff development again.

The Children's department will be visiting the Clifton Recreation Center to offer a story time to children and talk about the library.

The Summer Reading Kick Off Show with Joe Consiglio (Silly Joe) played to full rooms in both Main and Allwood.

Summer reading programs have begun for children and teens. While it has been a little tricky being short a children's librarian, staff is working very hard to provide the service and programs the public expects from us. Programs are filling up quickly. Gloira Abero has noticed that times are changing, and the types of programs that parents are seeking are not how the Library has traditionally done things. Gloirta is already thinking of revisions for next year.

This year the department is offering a writing workshop with the help of Montclair State University, Juvenile Art; Science Camp; knitting; and a baby massage class run by volunteers. Valley National Bank will be running several programs for parents, kids and teens about managing money (ex: saving for college; understanding debt). Coding with Little Bits is popular (thanks to the FRIENDS, who helped purchase the kits earlier in the year). Other programs include a baby yoga and music workshop, story times and crafts, and gardening programs. They're also coordinating with the Teen department for such programs as movies and board game nights.

The first Turkish Story time was offered, with the help of a volunteer. Twenty-one children attended.

The Director has been invited by The Kiwanis to join as a charter member of The Kiwanis Club of Clifton.

The Director reported on the US Supreme Court decision of *Janus v. AFSCME* and the recent NJ Sick Leave Act.

The Director reported the following donations

Restricted:

$1,567 for new display cabinet	from FRIENDS
$1,000 for books	from Adele Piela in memory of Janine Piela
$ 200 for books	from Adele Piela in memory of Marjorie Cook Liantonio

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE

Community Room Technology Upgrade

The committee reported on the need to start spending $50,000 bond for "Facelift and added technology in Community Room" now as we are approaching 2 years since money awarded. Committee reviewed proposals from three different vendors for audio/visual work in the Main

Library community room: B&H, Office Business Systems, and Clinton Learning Solutions. After much discussion, the Committee is recommending the ActivPanel option from Clinton Learning Solutions for $17,480. Once that project gets under way, we will get quotes for work on Allwood's community room.

Website

The library's website was hacked almost 2 years ago – August 2016, right before the Allwood renovation began. Justine reached out to three vendors which had supplied quotes in 2017 as well as two others. After reviewing each vendor's response, we have narrowed the field down to two contenders. Justine will reach out to each one to clarify some line items in their proposals, and to make sure we understand the work being done, and the committee members will view examples of each vendor's work to get a feel for their design style. We hope to make a recommendation next month.

On motion made by Ms. Sterni and seconded by Ms. Vasilik, the Board, with all present being in favor, approved the purchase of 2 Active Panels, speaker system, 4 microphones from Clinton Learning Solutions at a total cost of $17,499 out of bond money.

FINANCE COMMITTEE

On motion made by Ms. Kennedy and seconded by Ms. Polk, the Board, with all present being in favor, voted to approve the Encumbrance List dated July 1, 2018 (2018 Budget) in the amount of $21,753.19, and the Claims List dated July 18, 2018 (2018 Budget) in the amount of $83,784.61.

UNFINISHED BUSINESS

On motion made by Mr. White and seconded by Ms. Sterni the Board, with all present being in favor, voted to contract with George Held and Associates to prepare plans, bid specs and administer the contract for a new roof at the Main Library.

On motion made by Ms. Polk and seconded by Ms. Vasilik, the Board, with all present being in favor, voted to participate in PSE&G Direct Install program.

The Board reviewed estimates for the Main Library walkway paver repair. It was the consensus of the Board that the Library will ask the contractors for references.

NEW BUSINESS

On motion made by Ms.Vasilik and seconded by Mr. Ruggiero the Board, with all present being in favor, voted to approve the Fall Sunday schedule and to close the Main Library and Allwood Branch for staff development on Friday, October 19

On motion made by Ms. Polk and seconded by Mr. Ruggiero the Board with all present being in favor, voted to go into Executive Session at 7:52 pm to discuss personnel matters.

The Board reconvened at 8:03 pm with the same members present.

PERSONNEL COMMITTEE

On motion made by Ms. Kennedy and seconded by Ms. Vasilik, the Board, with all present being in favor, voted to accept the resignation of Ellaine Hiromoto, part-time effective September 26, 2018, to accept the resignation of Nicolle Hiromoto, Library Assistant, effective August 30, 2018.

NEW BUSINESS Continued

The Director reported that the Main Library Air conditioning system went down last week. Garden State Mechanical was called in and was able to get the system back running.

At the Allwood Branch, the lone toilet in the men's room was leaking. Eric Zieger Plumbing and Heating was called in to make an emergency repair. On motion made by Mr. White and seconded by Ms. Kennedy the Board, with all present being in favor, approved the repair cost of $630.00.

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 8:10 P.M.

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