APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 12, 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: Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Patricia Vasilik, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Mayor James Anzaldi and Superintendent Richard Tardalo.

MINUTES

On motion made by Ms. Vasilik and seconded by Mr. White the Board, with all present being in favor, voted to approve the minutes of August 15, 2018 meeting of the Board of Trustees.

PUBLIC COMMENT

No one addressed the Board and President McCoy declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

The Director reported that the summer reading programs were successful.

PALSPlus is in the midst of investigating new options for tech support. This is done periodically as tech demands and library configurations change. This will most likely result in an increase in cost for the Library, but it is much needed as the minimal amount the Library has now is not sufficient.

LibraryLink delivery has been pretty much back to normal with an old vendor back on the job. There still remains an enormous unknown situation regarding delivery options and charges for next year and beyond. Currently, Main delivery is free, but there is a cost for Allwood delivery. After this year, it is possible that Main would have to pay up to a $500 cap and the cost for Allwood is unknown but sure to go up. Although LibraryLink did not charge Allwood for the first half of this year due to the new vendor debacle, the cost for July – December came to just under what was quoted for the whole year.

The Director updated the Board regarding the emergency service for the malfunctioning Main Library HVAC. Garden State Mechanical was called in to inspect. A pressure transducer failed and it was hard to obtain a replacement; even the NJ rep for the manufacturer, Dyken McQuay, reported the factory as being out of stock. The part finally came in in August. After installation and tests and balancing of the system, it was determined that refrigerant was also low. Tests did not find any leaks; the system might have gone through more of it while compensating for the transducer failure. The total cost came to $3,050.50.

On September 5, water was found to be leaking from the Main Library boiler room. A pump for the water heater had busted. It appears that is to the building. Panetta was called in for emergency repairs; the Library had not utilized them yet this year. There was no hot water in the building for a day and a half. Estimated cost of repair is $850 - $1,000.

Paver Repair – Maintenance is reaching out to get references from previous work the companies have done. There will be a meeting with Paula from the City engineering department next Friday to get her input and advice.

4 Foot Walkway Lights – One quote was received and the Library is reaching out to more electricians. The specs were given to the Mayor per his request so that he can look into co-ops that the city has access to.

Parking lot lights at Allwood – The Director has reached out to Omdex Engineering see if the quote given to us last fall for drawing up plans is still valid.

The Director reported the following donations

Restricted:

$200.00 for books	In Memory Anne Tooms from Adele Piela
$250.00 for books for Allwood	In Memory Janet & Herbert Sorkin from the Estate of Herbert Sorkin

Restricted – DEPARTMENTAL:

$42.31	Interest earned on EW Fund for juvenile programs

COMMITTEE REPORTS

Building and Property Committee

Personnel Committee

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 7:19 pm to discuss Personnel matter.

The Board reconvened at 7:21 pm with the same members present.

Planning and Policy Committee

Finance Committee

- The Board reviewed the Claims and Encumbrances List

UNFINISHED BUSINESS

The Board reviewed the Roof Report of George A. Held AIA and Associates dated September 4, 2018. There is a balance of $230,250 left on the $250,000 bond for the replacement of the roof. There is $80,000 in capital reserve. The Director will explore other sources of funds for this project. The Board had questions about R value of the various options and what effect a future installation of solar panels would have on the roof. The Director will speak to the architect about the issues raised by the Board. Once a decision is made, the architect will need a month to prepare the bid specs.

NEW BUSINESS

The Board considered options for replacing the Allwood staff copier. The Director recommended that the Library lease the Konica Minolta 287 copier from Automated Digital.

The Director recommended a budget of $2,000 for staff development day.

The Board discussed replacement of the media room window.

Maintenance has requested that the Library purchase commercial vacuum cleaner and commercial lawn mower.

CONSENT AGENDA

1. Hire Maharsh Barot as part-time Library Assistant 12 hours per week, $16.28 perh hour start date 10/8/18
2. Approve Claims List dated September 12, 2018 in the amount of $27,626.95 and the Encumbrance List dated September 1, 2018 in the amount of $43,517.12
3. Approve copy machine lease agreement with Automated Digital for a Konica Minolta 287 copier at a cost of $70.23/month for 60 months with a Fair Market Value purchase option at lease end and an extension of existing maintenance agreement that includes 2 other staff copiers at the annual cost of $1,550 for 100,000 copies and a cost of $0.16 per copy over 100,000.
4. Approve $2,000 for staff development day on a date in October to be determined by the Director.
5. Authorize the purchase of commercial vacuum cleaner at a cost not to exceed $575
6. Authorize the purchase of a commercial lawn mower at a cost not to exceed $1,000
7. Authorize the replacement of the media room window at a cost not to exceed $1,500

On motion made by Mr. White and seconded by Ms. Polk, the Board, with all present being in favor, voted to adopt the consent agenda.

The Director reminded the Trustees about the NJ Library Trustee Institute on October 27, 2018.

There being no further business before the Board, on motion made by Ms. Gozdz and seconded by Mr. Ruggiero, the Board, with all present being in favor, voted to adjourn at 8:06 P.M.

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