APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 17, 2018

The meeting was called to order at 7:01 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, Tracy Sterni, David White, Patricia Vasilik, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Richard Ruggiero, Mayor James Anzaldi and Superintendent Richard Tardalo.

MINUTES

On motion made by Ms. Polk and seconded by Ms. Gozdz, the Board, with all present being in favor, voted to approve the minutes of September 12, 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 Library has been selected by NJ Citizen Action and Make the Road NJ as one of six libraries in New Jersey for informational outreach for ACA enrollment. Representatives will be on site twice a week for six weeks to disseminate information to the public during the upcoming enrollment period (Nov. 1 – Dec. 15). This is informational only; the reps will be neither assistors nor enrollers.

Several staff members have attended continuing education classes and group forums recently or have signed up for upcoming sessions.

Our annual staff appreciation brunch in September ran smoothly and was very enjoyable. Melissa Carrasco and Jennifer Rivera did a great job pulling it all together.

The first two weeks in September were extremely busy with primary and secondary school children returning to school – and still needing to complete required reading and projects for teachers. They want their books ASAP, and staff did their best to accommodate them.

Duplicates of Young Adult Summer Reading books are now shelved in Tech Service due to shelf constraints in YA department. They are available and are marked as STORAGE. The location is easy for circ staff accessing the materials.

Although the delivery system has improved and returned to more normalcy, we're still working through a few kinks. The current delivery person requires all packages consolidated in the blue bins. He will not pickup bins that are half full or less. Another issue is that many times not all of our outgoing bins are picked up because of space issues in the delivery person's vehicle. We hope that on the following day they take the older bins first. We pass our concerns on to LibraryLink.

September was used to get ready for the next season of programming, including meeting with 2 volunteers, one who will assist with an evening story time and one who will help with a Turkish story time.

In Tech Services, full attention is being given to changing all TV series cataloging and packaging as PALS Plus moves towards a new policy: TV shows will circulate full seasons (not break up the discs) under one bar code with a 2-week checkout period (instead of 1 week). The "go-live" date is January 2. Instead of adding a third date due card color for this new loan period, we will be moving to using checkout receipts at Main instead of date due cards. We hope to have this ready for action in January as well.

Vivian Ungerleider and the Director met with representatives from the Literacy Volunteers of America. They are hoping to expand their program into Clifton. We know that there is a need here, but the LVA program has many requirements of time, staffing and space to operate. There is some funding available; the last round of applications just passed in the summer, so we have some time to consider this before the next round is announced.

Internet time limits have been raised from 3 hours/day to 5 hours/day. Several patrons have expressed gratitude for this.

The Library has received complaints about CCMS parents parking in the Main Library lot for after school pickup, especially around the circle and along the curb. The Director spoke with Lt. Paul Hasselberger, who heads up the Traffic Unit. It's a common problem near schools around the city.

We've been struggling to keep up with landscaping this year, partly because of the weather and partly because the maintenance department has not been consistently fully staffed for almost a year. We have received complaints that filter from all directions: comment cards, social media, city officials. The Maintenance Department and the Director have worked to come up with a plan to rectify this. Jack Mayo landscaping was brought in to assist, but even he has struggled to return.

The City's Engineering Dept. met with the Library to reveiw walkway issues. They thought that overall the walkways looked good. We were given two more contacts for masonry repair. The City also has a problem with finding vendors. The engineers suggested that the walkway pavers at the staff entrance be replaced with concrete. We will look into that as well.

There was a meeting with the Assa Abloy rep regarding the Main Library front doors after getting complaints of them closing too quickly. The doors are up to code. One of the doors later had to be fixed when the swing arm broke. We also had to fix the closer on the downstairs ladies' room door.

The broken media room window was replaced.

It was decided to postpone Staff Development Day, which was approved as a day to close the Library. For some reason, we've had trouble securing presenters this year.

The FRIENDS Semi-Annual meeting will be held the following evening, Thursday, November 15. If anyone is able to attend, that would be great. The FRIENDS have helped fund several items and events for us over the past year, including technology kits for the juvenile and YA department, a new display case, several musical events, and most notably the Museum Pass program.

The Director reported the following donations

Unrestricted:

$200.00	from The Rotary Club of Clifton
$ 48.60	from Christina Kata (Pay Pal donation of $50)

Restricted:

$1,000 for books	In Memory Richard & Mark Piela from Adele Piela

Restricted – DEPARTMENTAL:

$42.31	Interest earned on EW Fund for juvenile programs

COMMITTEE REPORTS

Building and Property Committee

Personnel Committee

Planning and Policy Committee

Technology Committee

The committee reported that installation of sound system and ActivPanels in the community room is almost complete. The larger ActivPanel was damaged; a new one is on order. Once installed, Maureen of Clinton Learning Solutions will return to sync up sound system and give demo. In the meantime, projector screens have been kept in place.

The Technology Committee met and discussed proposals for website redesign from three vendors: Contemporary Media Group (CMG), Renaissance Web Solutions, and CivicPlus. The committee recommended that the Library contract with Renaissance Web Solutions to design

and develop the Library website at a cost of $4,321 (includes first year cost of plugin licenses), to host the website at a cost of $15 per month, provide site maintenance at a cost of $39.95 per month (first three months included), for a total cost not to exceed $5,306.40.

Finance Committee

The Board reviewed the Claims and Encumbrances List

UNFINISHED BUSINESS

The Director met with the Mayor about the Main Library roof project. Both the Mayor and the City Engineer have suggested that the insulation be replaced when the roof is replaced. The issue is funding. The City's bonding for this year has been completed. There is a list of state contractors, however the Director noted that it would be up to the Library, not the Architect, to determine if the contractor provided the recommended materials. The Architect will apply to the City for a waiver on the code before the work would be put out to bid.

NEW BUSINESS

The Director suggest that the board authorize the lease of a new postage machine from Pitney Bowes which included internet postage updating.

The Director noted that this year's budget included the purchase of computers. The Library received 3 quotes to purchase 4 computers and monitors– CPM at a cost of $4,016, CDWG at a cost of $4,034.08 and Dell at a cost of $3,242.68. The Director recommended that the board approve the purchase of 4 Dell OptiPlex computers with monitors for public and staff at a cost of $3,242.68.

Trustee Kennedy asked about painting lines in the parking lot. The Director will look into it.

CONSENT AGENDA

1. Accept the resignation of Connor O'Dell, Page effective October 5 and Sidra Habal effective October 29; Hire Joshua Duran as part time Page for 12 hours per week, $8.60 per hour starting on October 22, 2018 and to hire Teresa Lazo-Iwachow as part-time Page 12 hours per week, $8.60 per hour start date after background check clears
2. Approve Claims List dated October 17, 2018 in the amount of $59,009.77 and the Encumbrance List dated October 1, 2018 in the amount of $37,764.48
3. Approve hiring Renaissance Web Solutions to design and develop a new Library website and to host, maintain and provide plugins for the first year at a cost not to exceed $5,306.40.
4. Approve lease of Pitney Bowes postage machine Model Sendpro C200, $66.85/mo for one (1) year.
5. Approve purchase of 4 Dell OptiPlex computers and 4 Dell 22 monitors from Dell at a cost of $3,242.68

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

There being no further business before the Board, on motion made by Ms. Polk and seconded by Ms. Gozdz, the Board, with all present being in favor, voted to adjourn at 7:47 P.M.

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