APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 14, 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: Margaret Kennedy, Richard Ruggiero, David White, Patricia Vasilik, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Barbara Polk, Tracy Sterni, Mayor James Anzaldi and Superintendent Richard Tardalo. Marianna Gozdz arrived at 7:03 pm at the beginning of the Director's Report.

MINUTES

On motion made by Mr. Ruggiero and seconded by Mr. White, the Board, with all present being in favor, voted to approve the minutes of October 17, 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

City Hall contacted the Library after realizing a discrepancy in pension contributions around the 2014-2015 time period. This related back to the ratification of the CWA contract in August 2015. While the retroactive raises for 2014 (first year of the new contract) were calculated correctly, the retroactive raises for 2015 were based on the wrong rate and were therefore incorrect. Sydel Cohen had to recalculate the retroactive raises for 2015 by reviewing every employee including steps, overtime, Sundays and out-of-title pay. The result was an unanticipated, unbudgeted expense in the amount of $15,000.

Kathy Grimshaw, Head of Reference and Local History was featured in a full-page article of the November 2018 issue of The Clifton Merchant Magazine. The article covered Kathy's work as a forensic genealogist. The article also spoke of the many services at the library that help the community.

Barbara Altilio and Gloria Abero participated in Family Literacy Night at Woodrow Wilson Middle School and Khusboo Rana and Monica Pineda participated in Family Literacy Night at Christopher Columbus Middle School. They shared library event flyers and brochures with students and parents.

The Children's department started a series of programs partnering with Power of One from Clifton. The goal of this initiative is to help families learn about services available in the community in the areas of health, education, and career.

Regular fall season children's programs in both libraries are underway. In addition to regular story times, the Library offered: Hispanic Heritage Month celebration; "Code with Scratch": a successful series of 4 programs for children and tweens who learned the basics of coding using Scratch; Pajama Story Time – an evening story time in both buildings thanks to our new volunteer Angela Lamartino, a retired librarian. Parents said the time of the program (6:30) was very convenient for them; An anti-bullying lecture by Mark Walters. This program will be repeated at Allwood in December; Halloween Celebration.

Heather Nilsen attended the Youth Forum organized by NJLA on Monday, October 29, at the Monmouth County Library, in Manalapan, NJ.

The conversion project of TV Series from 7 day to 14 day check out is just a little over half completed. Tech Services is doing bib record maintenance along with re-casing as needed, new labels, etc. for both adult and Young adult series for both Main and Allwood. Some long overdue weeding has also been done. Their goal is to be finished by the end of December as PALS will hopefully be able to change the check-out time to 14 days for January 1, 2019.

Emma Galegor is doing an amazing job with her talents and creativity to give all our "older" titles a refreshed and appealing appearance when they are reshelved.

Vivian Ungerleider was pleased to announce a new therapy dog for her PAWS for Reading program. His name is "Puppy" and he's cute as a button.

The October Operalogues program was cancelled due to the sudden illness of the presenter; waiting opera fans were disappointed they had not received notification, either by email or phone call, that the program was cancelled. (As with many of our programs, we do not take registrations for this one.) Some had travelled from Verona, NJ. There was a good size number of potential attendees (about 25). The November 6 program went off smoothly.

This year, the CCMS after school kids have been unruly. We've had to either get our special officer to go outside and break up potential fights or call police. (See also our Incident Report binder for congregating in the bathroom as an example of other problems.) There are certain days of the week when we tend to have no special officer coverage in October. Sydel Cohen has contacted the Passaic County Sheriff's Officers; we spoke with them last year but didn't have to use them. There are some changes this year to the way they schedule out, but we are ready to utilize them if necessary. Our staff provides some crowd control when the middle school students come in around 3:10-3:40pm, but it tests the limits of our abilities and time. Sadly, theft has also been an issue – laptops, cellphones…

On November 1, two identical signs with a message typewritten on 8.5 x 11 paper saying, “It’s OK to be white” were found on the Main Library property. The first was discovered by a patron and brought inside; it was taped to a front walkway light. The other was found around back on the grass near the tech services window by Justine as she walked around the property looking for others. Police were called to take a report.

The Allwood branch had another fantastic month with book nook sales. There is a plan to do a Black Friday sale for the second half of November, 50% off adult hardcovers. There are many titles in their donation closet so if there’s a high demand it will be met.

In October, Marta Feduniewicz attended the PalsPlus technical services summit. She came back with a better understanding of why items are cataloged the way they are as well as what is being done throughout PalsPlus with the recataloging of TV Series.

In October, the Allwood Branch discovered problems with the new shelving. Creative Library Concepts was contacted and they responded back immediately via email and an in-person visit. Brad will be in touch with the manufacturer and get back to us to let us know when replacements will be in.

DONATIONS

Unrestricted:
$15,000 Estate of Anne Murphy

Restricted:
Restricted – DEPARTMENTAL:
$40.95 Interest earned on EW Fund for juvenile programs

COMMITTEE REPORTS

Personnel Committee

The committee recommended the hiring of two pages and the action was placed on the consent agenda.

Planning and Policy Committee

Technology Committee

Finance Committee

The Board reviewed the Claims and Encumbrances List. Approval of Claims and Encumbrance List was placed on the consent agenda
The committee will be meeting to discuss the budget.

UNFINISHED BUSINESS

Active panel has been installed in the meeting room at Main. The sound system is being installed in the meeting room. Update on community room technology project

The Director reported that a leak was observed in the public women's room at Allwood on October 27/28. As it was near the new Quiet Study room, the Library contacted Paul who was the contractor on the renovation. Although the warranty on work has already passed, he sent someone out to look and to see if they can determine where it's coming from. The issue is missing shingles from the old roof. There was no leak with the ran over the past weekend. Staff will keep watch and report if there are further leaks observed.

The Director and Nick Alectoridis met with the Library's service rep from PSE&G to discuss outdoor lighting options for both Main and Allwood. This is a project begun by former Director Brown. Director Tomczak has researched the project meeting with the Building and Property Committee, the City Manager, an independent engineer and now PSE&G. PSE&G will install a new pole and lighting provided that the Library hire an engineer to provide specifications. PSE&G did replace a broken light at the Allwood parking lot. PSE&G will replace the remaining three flood lights at the Allwood parking lot. PSE&G will add two new lights on Lyall Road. The Library will pay for the installation but will experience reduced energy costs. In addition, the Director would like to replace the aluminum pole lights at the Allwood Branch with black decorative poles. This will require an engineer to draft specifications. Then PSE&G will install the new poles. The cost of the installation will be added to PSE&G bill. The Library will then have to pay an electrician to remove the old poles. The Director noted that the Library has budgeted $20,000 for this work. The total cost of this will be likely exceed $20,000 but the excess can be paid over time as part of the PSE&G bill.

With regard to the Main Library, the Director continues to look for options to replace current walkway lighting.

NEW BUSINESS

The following new business was brought before the Board for discussion

2019 Holiday schedule

Winter/Spring 2019 Sunday schedule

Proposed use of the Civil Service Library Associate title. This will be a temporary position and the employee would not earn leave time. The title requires a Bachelor's degree and will allow the Library to fill the a vacant Librarian position with someone in Library school. The Library has had difficulty filling Librarian position because the current salary scale is below the average.

The Director will come to the Board with a revised salary scale as part of full review of all salary scales.

Transfer of funds to an Investor's Bank 13 month CD at 2.55% APY. The staff reviewed area banks for the best rates.

Renewal of TruGreen lawn service for 2019

CONSENT AGENDA

1. Hire Bhavesh Solanki as part-time Page 10 hours per week, $8.60 per hour; under 18, no fingerprinting needed; start date on or after 11/26/18 and hire Jason Gonzales as part-time Page 12 hours per week, $8.60 per hour; start date dependent on background check
2. Approve Claims List dated November 14, 2018 in the amount of $68,735.07 and the Encumbrance List dated November 1, 2018 in the amount of $14,621.82
3. Approve 2019 Holiday schedule –
   January 1 (New Year's Day); January 21(Martin Luther King Day); February 18 (Presidents' Day); April 19 (Good Friday); April 21 (Easter); May 12 (Mother's Day}; May 25 (Saturday Memorial Day Weekend); May 27 (Memorial Day); July 4 (Independence Day); August 31 (Saturday Labor Day Weekend); September 2 (Labor Day); October 14 (Columbus Day); November 11 (Veterans Day); November 27 -Close at 6pm; November 28 (Thanksgiving Day); November 29 (Friday Day After Thanksgiving); December 24 (Christmas Eve); December 25 (Christmas Day); December 31 - Close at 5pm
4. Approve opening Sundays in Winter/Spring 2019 beginning January 20 through May 19 except for April 21 (Easter) and May 12 (Mother's Day) Winter/Spring 2019 Sunday schedule
5. Approve use of Civil Service title "Library Associate" to hire an MLS student for a 6-month, temporary position at a rate of no more than $21.25/hour for up to 27 hours/week
6. Approve transfer of up to $25,000 from savings account to Investor's Bank CD (13 month, 2.55% APY)
7. Approve renewal of TruGreen lawn service contract for 2019 for Main and Allwood for $2,522 ($2,600 – $78 (=3%) prepayment discount)

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.

TRUSTEE COMMENTS

Ms. Vasilik reported on the New Jersey Trustee Institute.

President McCoy wished everyone a Happy Thanksgiving.

The Director advised the Board that she is unavailable on December 19. The consensus of the Board was to reschedule the meeting for December 12.

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 8:02 P.M.

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