APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 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: Barbara Polk, Tracy Sterni, Mayor James Anzaldi, Richard Ruggiero, David White, Patricia Vasilik, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

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

MINUTES

The Director noted that the amount of the encumbrances in the draft minutes was incorrect. The correct amount is $13,799.26. There were no other corrections suggested by the Board. The minutes as corrected will be listed on the consent agenda for approval.

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 Library closed at 4:00 on November 15, 2018 as a result of the snow storm. The Library had a delayed opening the next day as maintenance worked to clean up.

The FRIENDS' big semi-annual meeting, with guest speaker, got postponed until the following week but still went off well. Members of the Huth family were on hand for the presentation of the new display case, and the cable station was on hand to cover the event.

On Sunday, November 18, a mother reported that her teenage daughter suspected a man committed a lewd act in a public area of the library. The man had already left the building when the incident was reported. The next day, the mother returned and the suspect was in the building again. Police were called and he was taken out. Police have since been back to gather more information and review security video.

Justine Tomczak and Nick Alectoridis attended a mandatory Bloodborne Pathogens Exposure Control Plan meeting, and Nick and other maintenance department members have attended training sessions.

At Allwood, patrons have enjoyed our holiday decorations, including the giant turkey. We have two Christmas trees up and dreidels to color and hang up. We're having a winter book nook sale of 5 paperbacks for a $1. Over 3 months we've sold 32 FRIENDS bags.

Barbara Altilio set up a staff training session in January for Clifton and PALS Plus staff to learn ReferenceUSA. Barbara and Carol Loden have been working together to get the TV series DVDs in order. We've received some decent donations recently and added them to the collection.

We've had more patrons coming in asking for assistance with downloadable materials. Patrons are using the events calendar more. Gnomevember, a fun, passive "find the gnome" activity (held in the teen department in both buildings) ended. Teens entered their answers through a raffle; the winner was 12 year old patron, who won the popular book series "The Immortal Instruments" by author Cassandra Clare.

Reference staff in both buildings work with book clubs outside of the Library to obtain their chosen titles. Barbara coordinates two with Allwood pickup and Kathy Grimshaw coordinates two with Main pickup.

In the Children's department, fall programs are underway, with some special events happening around the holidays and school breaks. Gardening: A specialist from City Green came in, planting garlic with kids to be harvested in the spring.

Healthy snack with Shop Rite: Celebrating Thanksgiving, the ShopRite nutritionist taught children how to make a fun and delicious healthy snack. This was run by the ShopRite of Little Falls at Main. A similar program by the ShopRite of Passaic was cancelled due to the snowstorm and will be rescheduled for after the holidays. "Healthy Foods are Fun": Under our guidance, a nutrition student from Montclair University who needed to develop a program as part of her classwork created and ran a program "Healthy Foods are Fun" for younger children that included a game identifying healthy foods and a snack/craft where children made an edible snowman out of bananas with a raspberry hat. The library staff offered a special LEGO program encouraging kids to create a Thanksgiving related piece. Their works were on display in the room until Thanksgiving Day, so patrons could vote, and the winner received a prize. The library knitters offered a "Fun with Yarn" special program where children created different crafts guided by the group. The Eleanor Weisbrod Thanksgiving show was offered in both locations. This year, Jumpin' Jamie was the performer. 41 people attended at AB and 72 at Main. A high school volunteer started coming Saturday mornings to read stories, so ESL preschoolers can get used to listen to book stories read in English. She is coming once a month.

The Summer/Fall 2018 issue of New Jersey Folklore Society REVIEW magazine had a 13-page spread on our April DIA program! It included a description of the program's events and many full color photos.

The last Operalogue was well received. Plans are being made for the Spring 2019 season. ACA (Obamacare) Information program began Nov. 5 and ends Dec. 13. They were scheduled for Mondays, 10am to noon and Thursdays, 10am to 1pm. Foot traffic has been light. Local author and football hero Hank Gola, presented a talk about his highly reviewed new book "City of Champions." A "Medicare 101" program was well received, as were two holiday concerts: The Mike Luipersbeck Trio had an audience of forty, and the Christopher Columbus Middle School's Holiday Concert had 150 in attendance. All were amazed by the students' proficiency.

Adult Services has been busy for the holiday season. Kathy Grimshaw has been working with our new pages, and they are both learning quickly. In addition to keeping reference and nonfiction very neat, they are wrapping all the 2016 magazines for the end of year give-away in record speed.

Khusboo Rana had two programs for teens. The STEM program focused on learning binary coding and circuits and had eight students in attendance. They enjoyed the instruction and were allowed to take their projects home with them. The Ready-Set-Go to College presented by Michael Gilbert, a former guidance counselor, was informative and both the parents and kids appreciated the knowledge presented to them.

The displays for the holiday season included….. Diwali, Thanksgiving, Christmas food, customs and decorating tips, Hanukah, World AIDS Day, and the passings of Stan Lee and George Herbert Walker Bush.

Capital money requests were due in to the City at the end of November. I submitted requests for extra money for the Main roof, listing this as the top priority; funding for the suggested Direct Install programs for Main and Allwood; funding for an automatic door at Allwood, with the intention of applying for matching funds through the NJ Library Construction Bond Act next year; funding for fixing and resurfacing the folding walls in the Main community room; and funding for redoing the Main parking lot.

DONATIONS

Restricted:
$2,400 – Museum passes, musical programs FRIENDS of Clifton Public Library
$1,000 – Books Adele Piela in memory of Janine Piela
$36 – Books Olga Miketzuk

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

Other: DVD's, VHS tapes, cassette tapes & CD's from the Estate of Andrew Blaskewicz

COMMITTEE REPORTS

Personnel Committee

On motion made by Ms. Polk and seconded by Mr. White, the Board, with all present being in favor, voted to go into executive session at 7:17 PM to discuss the personnel agenda. No action will be taken.

The Board reconvened at 7:21 PM with the same trustees present.

The Director noted that the minimum wage will increase to $8.85 per hour as of January 1, 2019.

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 reported on its review of draft 2019 budget.

The increase in the mandatory statutory funding of the Library (one-third mill funding) will go almost entirely going towards increased personnel costs:

- Healthcare is going up 10% next year.
- Pension and Social Security go up as a percentage of salaries.
- DCRP has cost more than budgeted for the last few years so we increased the budget line to be realistic.

Other revenues have also fallen over the past few years.

Despite some fixed costs going up within the non-personnel line, the committee is proposing cuts to certain line items that had variability in order to keep the non-personnel line flat.

The committee has concern about sustainability over the next few years. The Library needs to look ahead with a goal of increasing revenues and to begin fundraising efforts.

UNFINISHED BUSINESS

The Director advised that C. Genardi Roofing repaired the roof at the Allwood branch at a cost of $1,950.00 on an emergency. Approval of the work was placed on the consent agenda.

The Board reviewed the emergency replacement of the Allwood Branch Heat Pump by Garden State Mechanical at a cost of $1,280.00. Approval of the work was placed on the consent agenda.

NEW BUSINESS

The following new business was brought before the Board for discussion

- Ceiling tile replacement at Main
- PALS Plus voting representative and alternate resolution
- Cash management resolutions
- Library delivery funding resolution
- 2019 Budget
- PSE&G Installation and Repayment Agreement for Main Library Building

CONSENT AGENDA

On motion made by Mr. White and seconded by Ms. Sterni, the Board, on roll call vote (Yes – Ruggiero, Polk, Sterni, Vasilik, White, Anzaldi, McCoy; No – None; Abstain – None) adopted the consent agenda as follows:

1. Approve the Minutes of the November 14, 2018 meeting as corrected
2. Promote Joel Colon from Library Assistant to Senior Library Assistant at the 4th step of the Senior Library Assistant salary scale currently in use - $42,510.06 – effective January 1,2019; Approve 2% salary increases for Michael A. Cerone, Jr., Library Counsel to $19,890 and Justine Tomczak, Library Director to $95,880 both effective January 1,2019.
3. Effective January 1, 2019Approve Claims List dated December 12, 2018 in the amount of $30,195.09 and the Encumbrance List dated December 1, 2018 in the amount of $79,683.75
4. Approve emergency repair of Allwood Branch roof by C. Genardi Roofing at cost of $1,950.00.
5. Approve the emergency replacement of the Allwood Branch Heat Pump by Garden State Mechanical at a cost of $1,280.00
6. Approve ceiling tile/grid replacement by LJ Rice for $683.20
7. Adopt PALS Plus resolution appointing Justine Tomczak as voting representative and Pat Ferro as alternate (attached)
8. Adopt Cash Management Resolutions (attached)
9. Adopt Resolution in Support of the Current Level of Statewide Library Delivery Services (attached)
10. Approve Installation and Repayment Agreement with PSE&G for Main Library
11. Approve 2019 Budget (attached)

TRUSTEE COMMENTS

There being no further business before the Board, on motion made by Mr. Ruggiero and seconded by Ms. Polk, the Board, with all present being in favor, voted to adjourn at 7:54 P.M.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel