# APPROVED MINUTES
# CLIFTON PUBLIC LIBRARY
# BOARD OF TRUSTEES MEETING
# FEBRUARY 28, 2019

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 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.

## ELECTION OF OFFICERS

Library Counsel assumed the chair for the purposes of conducting the election of officers.

Ms. Polk nominated Linda McCoy for President. The nomination was seconded by Ms. Kennedy. On motion made by Ms. Gozdz, seconded by Mr. White, the board, with all present being in favor voted to close the nominations for President.
Ms. McCoy elected as President on roll call vote as follows:
Yes - Marianna Gozdz, Margaret Kennedy, Barbara Polk, Tracy Sterni, David White, Patricia Vasilik, President Linda McCoy. No – None.

Ms. Polk nominated Richard Ruggiero for Treasurer. The nomination was seconded by Ms. Polk. On motion made by Ms. Gozdz, seconded by Mr. White, the board, with all present being in favor voted to close the nominations for Treasurer.
Mr. Ruggiero elected as Treasurer on roll call vote as follows:
Yes - Marianna Gozdz, Margaret Kennedy, Barbara Polk, Tracy Sterni, David White, Patricia Vasilik, President Linda McCoy. No – None.

Ms. Vasilik nominated Midge Kennedy for Secretary. The nomination was seconded by Ms. Polk On motion made by Ms. Gozdz, seconded by Ms. Polk, the board, with all present being in favor voted to close the nominations for Secretary.
Ms. Kennedy elected as Secretary on roll call vote as follows:
Yes - Marianna Gozdz, Barbara Polk, Tracy Sterni, David White, Patricia Vasilik, President Linda McCoy. Abstain - Margaret Kennedy No – None.

## MINUTES

There were no corrections suggested by the Board. The minutes 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

As of January 14, 2019, the new two-week loan period has begun for Series/Season DVDs. The Circulation Department at Main is now handing out paper receipts in place of date due cards beginning January 2, 2019.

As of January 24, federal tax form 1040 and booklets are available to the public. NJ income tax forms are available online beginning February 1.

Laure Barrett, Anne Schapiro and Justine Tomczak attended a webinar on "Homelessness in the Library" by Ryan Dowd. It was informative and very helpful. We were happy to attend.

Winter season programs began in the Children's Department. These include Pajama Story Time, Code with Scratch – a series that has become very popular among children.

The Children's Dept. worked on a special display for Black History Month that is posted in the gallery, highlighting important African American people in the history of New Jersey.

Gloria Abero and Khusboo Rana attended the first meeting of the PALS Plus' new Digital Resources Committee. The committee will start working to promote OverDrive, Hoopla and RB Digital among the patrons of all the libraries in the consortium and are working on Quick Start guides.

Vivian Ungerleider has promoted ongoing programs at Allwood, "Enjoying Shakespeare" and "Classical Music Appreciation," and they will be extended three more months until June. The Fontes Trio will perform on March 6th, courtesy of the FRIENDS of the Library. The popular Operalogues program, also presented through the FRIENDS, will continue from March – June. March 12th brings us Mark Kiliansky performing for St. Patrick's Day. A March 30th program entitled "Medicare 101" is also scheduled.

All of the 2016 magazines have been bundled and given away to patrons.

Khusboo has started a one-on-one tech help program that takes place every Wednesday from 6:30 to 8:30 pm. Patrons can book a 30-minute session in which they get advice on using their device (phone, tablet, laptop) to download e-books, magazines, audiobooks, movies, etc. that the Library offers.

The first donation of $1,000.00 has arrived from Ms. Piela. The Library is working on filling new titles in all adult, YA, and juvenile areas.

The juvenile Spanish books have arrived and are just about all added. This order was placed from the Dr. Mendoza's Foundation donation. All the adult Spanish titles also from the same donation have been received and added. Both adult and juvenile books have a book plate acknowledging the generosity of Dr. Mendoza.

The Book Nook will be celebrating its 20th Anniversary this year. In that time, the Book Nook has brought in approximately $100,000.

During the first week of February, LibraryLink announced that they will be staying in operation for FY20. Restructuring of the organization will take place. Details about that and what it means for things like delivery after 2019 as well as other services, have not been decided.

Work on the boiler replacement (through the PSE&G Direct Install program) at Main began on Monday, 2/18, (Presidents' Day) and continued through Wednesday February 20.

Outdoor walkway lights at the front of Main are continuing to fail. Nick Alectoridis and the Director have met to discuss making replacement of broken fixtures a priority project.

The sub-freezing weather we had a few weeks ago was tough going for the Main Library. The wind was so fierce that inside the Library entrance, the temperature dipped into the upper 50s. The air handler for that section would keep shutting down (as it is designed to do when overworked). We can only keep so many space heaters on for the front desk workers before fuses are blown. There is nothing more that we can do as a temporary measure; serious consideration needs to be given to future redesign of the front entry. I would also like to know your thoughts on temporarily redirecting foot traffic to the Gallery doors in extreme temperature situations.

On January 24, during a bad storm, the power went out three times at Main.

The Library was closed on Wednesday, February 13 as the snow/freezing rain storm hit.

The replacement shelves for the Allwood Branch are slated to be shipped in April. Once Creative Library Concepts has them in their warehouse, they will schedule the install with us.

Staff received training on the new ActivPanels in the community rooms. The Children's department has already begun using them in their programs, and the adult and YA departments are brainstorming how to use them in their programs. I will be working on policies for public use (by groups who book the rooms) and creating "quick-start" guides for usage.

The Director stated that the FRIENDS were considering a fundraiser that would include alcohol. Counsel advised that the FRIENDS would need to get a one-day permit to serve alcohol and obtain insurance.

The Director reported that anti-semetic materials were found in the copier at the Allwood Branch. The police were notified. The county prosecutor contacted Barbara Altilio.

DONATIONS

Unrestricted:
$20.00 From Pamela Williams – In Memory of Joanne Howard

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

## CORRESPONDENCE

- Letters of acknowledgment regarding our support of statewide delivery services

## COMMITTEE REPORTS

Building and Property Committee

Personnel Committee

The Director noted that the minimum wage will go from $8.85 to $10.00 per hour on July 1, 2019, $11.00 on January 1, 2020 and then $1.00 per hour each succeeding January 1 until the minimum wage is $15.00 per hour. The budgeted cost for pages in 2018 was $74,552. The pages' salary increase as a result of the increase in the minimum wage will be appx. $5,000 in 2019. In 2020, page salaries would be $92,664. Discussion by the Board ensued.

On motion made by Ms. Sterni and seconded by Ms. Gozdz, the Board, with all present being in favor, voted to go into executive session at 7:37 PM to discuss the personnel agenda. No action will be taken.

The Board reconvened at 7:49 PM with the same trustees present.

Finance Committee

The Board reviewed the Claims and Encumbrances List. Approval of Claims and Encumbrance List was placed on the consent agenda.

The Director advised that money previously approved by the Board has been transferred to the Investor's Bank CD.

## UNFINISHED BUSINESS

The Director updated the Board on the completion of the boiler replacement at Main. The work took 3 days to complete. It was difficult for staff to work while the boiler was replaced because of lack of heat and the smell of welding the boiler. Also, the new boiler required a different size chimney. As a result of removing the old chimney, there are roof repairs that need to be done. Maintenance had gotten a proposal from Genardi Roofing, but the boiler installation contractor will be returning to do repairs.

The Director updated the Board on the Website development. The Director noted that she reviewed sample pages and those look very good. There are some issues with the calendar booking vendor.

## NEW BUSINESS

The Board reviewed the proposed 2019-2020 Board meeting schedule

The Board reviewed quotes for HVAC maintenance.

The Board discussed the PSE&G Energy Efficiency Direct Proposal for the Allwood Branch Approval of the plan was placed on the Consent Agenda.

The Director noted that the current Strategic Plan goes to the end of the calendar year. There will be a need to adopt a new Strategic Plan that begins in 2020.

## CONSENT AGENDA

On Motion made by Ms. Gozdz and seconded by Ms. Polk, the Board, with all present being in favor, voted to adopt the following consent agenda

1. Approve January 16, 2019 Minutes and January 16, 2019 Executive Session Minutes.
2. Approve hire Juliana Schicho as Library Associate, Temporary, 6 month position, Part-time, up to 27 hours per week, $21.25 per hour, No paid time off, Start date dependent on reference checks and background check results; hire Matthew Agnoli as Library Assistant Part-time, 12 hours per week, $16.28 per hour, start date at beginning of next pay period; accept resignation of Emma Galegor as Page as of March 8, 2019.
3. Approve Claims List for 2018 dated February 20, 2019 in the amount of $4,263.08, the Claims List for 2019 dated February 20, 2019 in the amount of $82,248.52, the Encumbrance List for 2018 dated February 1, 2019 in the amount of $28,627.54 and the Encumbrance List for 2019 dated February 1, 2019 in the amount of $8,492.39
4. Approve 2019-2020 Board meeting schedule as follows all meetings at 7:00 p.m. at Main Library, 292 Piaget Avenue except as noted; March 20 – 6:00 p.m.; April 17; May 15; June 19; July 17 (held at Allwood Branch, 44 Lyall Road); August 21; September 18; October 16; November 20; December 18; January 15; February 19 (Reorganization meeting)
5. Approve annual maintenance contracts with Garden State Mechanical in the amount of $8,600 for the Main Library and $2,550 for the Allwood Branch
6. Approve PSE&G Direct Install revised proposal for boiler and lighting upgrades for the Allwood Branch

## TRUSTEE COMMENTS

Ms. Polk congratulated the Book Nook on 20 years of successful operation.

There being no further business before the Board, on motion made by Ms. Gozdz and seconded by Mr. White, the Board, with all present being in favor, voted to adjourn at 8:20 P.M.

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