APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 20, 2019

The meeting was called to order at 6:00 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, Barbara Polk, Tracy Sterni, David White, Patricia Vasilik, Mayor James Anzaldi, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Richard Ruggiero, Margaret Kennedy and Superintendent Richard Tardalo.

MINUTES

Ms. Polk noted that Ms. Sterni seconded the nomination of Mr. Ruggiero as treasurer and the minutes did not properly reflect this. No other corrections were offered. The minutes, as corrected, are 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 a Valentine's celebration with performer "Silly Joe" Consiglio was held in both libraries. This was sponsored by the Eleanor Weisbrod Foundation.

For Black History Month, a display highlighting the life of prominent African Americans in New Jersey, from slavery times to present, was visited by people of all ages in the library gallery during the entire month of February.

Kathy Grimshaw has begun working with the Clifton Historic Quarantine Station Preservation Foundation to supply them with historical information and photographs of the thirteen stations. This is a major endeavor and will test all our resources. A reporter asking for information and photographs had also been in touch with us. We were also asked by a reporter for information regarding the history of Thanksgiving football games for Clifton and Passaic.

The FRIENDS of Clifton Public Library Semi-Annual Meeting will take place on Tuesday, April 16 at 7:00 p.m. Guest speaker will be Kathy Grimshaw, with a presentation focused on genealogy.

DONATIONS

Unrestricted:		
Canister	$33.80	
Restricted:		
Books	$1,000	In Honor Mr & Mrs Ronald Chiariello from Adele Piela
Restricted – DEPARTMENTAL:		
$42.31		Interest earned on EW Fund for juvenile programs

COMMITTEE REPORTS

Personnel Committee

On motion made by Ms. Polk and seconded by Ms. Gozdz, the Board, with all present being in favor, voted to go into executive session at 6:14 PM to discuss the personnel agenda. No action will be taken.

The Board reconvened at 6:23 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.

UNFINISHED BUSINESS

The Director updated the Board that Work on the boiler replacement (through the PSE&G Direct Install program) at Main is complete. The first round of electrical and plumbing inspections revealed one minor flaw with each, which the contractor already came back to fix: a wire was trailing on the ground and needed to be secured up; and a support post for one of the boiler pumps needed to be more substantial. One other point was the need for a carbon monoxide detector. This has since been installed. The work was approved on follow-up inspection. The roof was repaired where the exhaust chimney was replaced. The only thing remaining is to get the manuals.

Work on the interior lighting replacement (through the PSE&G Direct Install program) at Main has begun. It should take about 2 weeks to complete. The contractors rope off the areas they will be working in; public and staff will experience some minor inconvenience, but hopefully disruptions will be minimal.

NEW BUSINESS

The Director reported that minor repairs were recently made to the telephone system. The system is old and the Director suggested that the Board start thinking about upgrading the system. An initial quote to replace the system for both buildings is approximately $15,000.

CONSENT AGENDA

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

1. Approve February 28, 2019 Minutes, as corrected, and February 28, 2019 Executive Session Minutes.
2. Approve the Personnel Agenda - Replace 14 of the 27 open Page hours with a Library Assistant; give 3 Page hours to Luz Posada of the Tech Services Dept, increasing her weekly allotted hours from 9 to 12; give 3 Page hours to Circulation; and leave 7 Page hours open; Approve unpaid leave of absence for part-time Library Assistant Tom Cadmus from May 31to June 29 after the employee exhausts accumulated vacation leave;
3. Approve Claims List for 2019 dated March 20, 2019 in the amount of $38,510.58; and the Encumbrance List for 2018 dated March 1, 2019 in the amount of $11,118.43 and for 2019 dated March 1, 2019 in the amount of $18,009.02

TRUSTEE COMMENTS

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 6:33 P.M.

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