# APPROVED MINUTES
# CLIFTON PUBLIC LIBRARY
# BOARD OF TRUSTEES MEETING
# JANUARY 16, 2019

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: Barbara Polk, Margaret Kennedy, Tracy Sterni, Richard Ruggiero, David White, Patricia Vasilik, Mayor James Anzaldi, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Marianna Gozdz and Superintendent Richard Tardalo.

## 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

The Children's department finished the program season with a special Winter Party offered in both libraries. Heather Nilsen organized and carried out the program in the two buildings. It included book reading, games, and craft.

Our new program, Reading with Zina, who teaches basic Arabic language to families has been successful with approximately 40 people attending each class.

Winter season programs in the Children's department will begin on January 22nd and will extend until March 20th. Special celebrations included this time are: Valentine, Dr. Seuss' birthday, Black History Month and St. Patrick's Day.

PALS Plus is finalizing their committee rosters for the year and we have Clifton represented on each one.

We are once again working with the City on their homeless initiative. The Director met with members from the Health Department, along with the new homeless liaison, representatives from St. Peter's Haven, and Councilwoman Murphy to discuss their plans and ways the Library can be involved. Additionally, Justine, Khusboo Rana and Anne Schapiro attended the 'Librarian's Guide to Homelessness,' a webinar presented by Ryan Dowd.

Khusboo Rana is working on a flyer and publicity materials to promote the "One-on-One Tech Help" program we hope to begin in February. She is also going through the YA novels to see if we have complete series.

Vivian Ungerleider has added a new dog to PAWS for Reading, a young Havanese named Domino. She has booked Rick Feingold, a professor of American Business History at Bergen Community College to kick off a celebration on Feb. 4th of Black History Month. Vivian also set up a display of books to honor Dr. Martin Luther King Jr. along with black entrepreneurs. Gloria and the Children's Department staff are working on a Black History Month display for the gallery.

Pat Ferro set up holiday displays of books, DVD's and CD's of Christmas and Chanukah music. Kathy Grimshaw set up a book and giveaway display on glaucoma.

Tech Services is completing processing items purchased through the two donations from Ms. Piela received in December. The Library has ordered titles split between juvenile, adult and a few YA titles which would not have been ordered due to the exhaustion of our book budget at the end of the year.

The DVD TV series project has been completed. Kudos to Emma Galegor for all her scanning and creative ways of getting all this done and back out on the shelves and Luz Posada for all the processing needed. We are just waiting for PALS to hit that button to change the loan to 2 weeks for the series! We will then put 14 day loan stickers on each title.

On a related note, we have switched from using Date Due cards to using receipts at the Main Library. (Allwood has been doing this for a few years.)

Darlene Olenkewich has added all of the juvenile Spanish books purchased by Gloria through money from Dr. Mendoza. Many records were not available and she worked hard creating MARC records or enhancing them from records found in World Cat. She did a great job! We are working on the adult Spanish titles also ordered from the Dr. Mendoza donation. Our adult books came from Brodart and we were supplied with the MARC records for which we were charged $1.00 per record. However, the good news is that PALS is reimbursing us the cost of these records as they will benefit all of our member libraries. Carol Loden is working to make sure the records are full and accurate, and Grace will be adding the titles.

PSE&G has installed lights on 2 of the telephone poles on Lyall Road that are across from the Allwood Branch – one across from the front of the building, one across from the further end of the parking lot. That helps illuminate the area more. They have also replaced other existing telephone pole lights with upgraded fixtures.

The paperwork for the PSE&G Direct Install project for Main was signed and submitted, and a contractor came to look at the boiler room itself for logistical work purposes.

The new ceiling grid and tiles were installed in the Main Library cot room, where damaged tiles had been previously removed, leaving upper mechanical equipment exposed and a draft coming into the staff room. The new tiles are insulated and will hopefully help maintain the room's climate a bit better.

Barbara Altilio arranged for a ReferenceUSA rep to provide staff training. Even though we've had access to this database for years, they are constantly updating it and periodic training is helpful. We opened it up to other PALS Plus libraries as well.

DONATIONS

Unrestricted:

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|---|---|
| $50.35 | Canister |
| $50.00 | From Mr & Mrs. Montemurro |
| $700.00 | From A & S General Physicians LLC - Andel De La Cruz, MD |
| $244.20 | From William R Argandona (Paypal donation of $250) |

Restricted:

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|---|---|
| $1,000 – Books | In Honor of Staff & Library Board from Adele Piela |
| $25 – Books | In Honor of Adele Piela (Christmas Gift) from Mr & Mrs. Szewczyk |

Restricted – DEPARTMENTAL:

| | |
|---|---|
| $40.95 | Interest earned on EW Fund for juvenile programs |

**COMMITTEE REPORTS**

Building and Property Committee

The Mayor reminded the Director that there was bond money for a shed and outdoor lighting at Allwood. The Director indicated that staff is working on both projects.

Finance Committee

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

Personnel Committee

On motion made by Ms. Polk and seconded by Mr. Ruggiero, the Board, with all present being in favor, voted to go into executive session at 7:13 PM to discuss the personnel agenda. No action will be taken.

The Board reconvened at 7:19 PM with the same trustees present.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

The following new business was brought before the Board for discussion

- Pay to Play Resolutions for Garden State Mechanical, Baker and Taylor, Brodart and Ebsco
- $1,000 for National Library Week and Volunteer Appreciation gathering

**CONSENT AGENDA**

On motion made by Mr. Ruggiero and seconded by Ms. Polk, the Board, the Board, with all present being in favor, approved the following consent agenda:

1. Approve the Minutes of the December 12, 2018 meeting
2. Approve the hiring of Kiana Kirby as Library Associate, temporary 6 month position at $21.25 per hour up to 27 hours per week with no paid time off, background check to be conducted after e Verify is operating and to accept the resignation of Lujain Malki, part time Library Assistant effective January 26, 2019.
3. Approve Claims List for 2018 dated January 16, 2019 in the amount of $22,960.69 and Claims List for 2019 dated January 16, 2019 in the amount of $27,186.09 and the Encumbrance List (2018 Budget) dated January 1, 2019 in the amount of $104,035.62
4. Approve Pay to Play resolutions for Garden State Mechanical, Baker and Taylor, Brodart, Ebsco (see attached).
5. Approve $1,000 for National Library Week and Volunteer Appreciation gathering

**TRUSTEE COMMENTS**

There being no further business before the Board, on motion made by Mr. White and seconded by Ms. Sterni, the Board, with all present being in favor, voted to adjourn at 7:25 P.M.

Respectfully submitted

*Michael A. Cerone, Jr*

MICHAEL A. CERONE, JR.
Library Counsel