APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 21, 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: Margaret Kennedy, Barbara Polk, Tracy Sterni, David White, Mayor James Anzaldi, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Joyce Sunshine, Richard Ruggiero and Superintendent Richard Tardalo.

ELECTION OF OFFICERS

On motion made by Ms. Sterni and seconded by Mayor Anzaldi, the Board, with all present being in favor, elected Linda McCoy as President. On nomination made by Barbara Polk and seconded by Margaret Kennedy, the Board, with all present being in favor, elected Richard Ruggiero as Treasurer. On nomination made by Ms. Sterni and seconded by Ms. Polk, the Board, with all present being in favor, elected Margaret Kennedy as Secretary.

MINUTES

On motion made by Ms. Polk and seconded by Ms. Kennedy, the Board, with all present being in favor, voted to approve the minutes of January 17, 2018 meeting of the Board of Trustees and the minutes of the January 17, 2018 Executive Session of the Board of Trustees.

DIRECTOR'S REPORT

The Director provided an update on the status of the Statewide Delivery Service issues.

The Director provided a status report as to the Library's own delivery service for the home bound and for residents of Daughters of Miriam.

The Director reported receiving unrestricted donations of $75.00 from AA District 11/33 and $244.20 from William Argandona.

PERSONNEL COMMITTEE

On motion made by Mayor Anzaldi and seconded by Ms. Polk, the Board, with all present being in favor, voted to go into Executive Session at 7:17 P.M. to discuss personnel matters.

The Board reconvened at 7:35 P.M. with the same Trustees present.

On motion made by Ms. Kennedy and seconded by Mayor Anzaldi, the Board, with all present being in favor, voted to approve 2017 salary for Library Counsel of $18,750.00 retroactive to January 1, 2017 and salary of $19,500.00 for calendar year 2018 retroactive to January 1, 2018.

On motion made by Ms. Kennedy and seconded by Mr. White, the Board, with all present being in favor, voted to approve the following salary scale for Sydel Cohen, Management Specialist:

(First Step - 2015) $54,600.00; (Second Step - 2016) $55,692.00; (Third Step - 2017) $57,362.76 (Fourth Step - 2018) $59,657.27; (Fifth Step - 2019) $62,043.56: (Sixth Step - 2020) $65,000.00 with raises in 2017 and 2018 to be retroactive to January 1 of each year.

On motion made by Ms. Kennedy and seconded by Ms. Polk, the Board, with all present being in favor, voted to approve the following personnel action items:

Accept the resignation of Julio Maldonado as custodial worker effective January 11, 2018; to hire Sokol Gjermeni as part-time custodial worker for 20 hours per week at $11.04 per house start date dependent on satisfactory completion of background check; to hire Hadley (Lee) Cadmus as full time building maintenance worker at the second step of the salary scale, $31,100.68, with a start date of April 2, 2018; hire Luz Posada as a page for 9 hours per week at $8.60 per hour start date dependent upon successful completion of background check; and to hire Laura Montano as a page for 12 hour a week at $8.60 per hour with start date dependent upon successful background check.

FINANCE COMMITTEE

On motion made by Ms. Kennedy and seconded by Mr. White, the Board, with all present being in favor, voted to approve the Encumbrance List dated February 1, 2018 (2018 Budget) in the amount of $1,127.42, the Encumbrance List dated February 1, 2018 (2017 Budget) in the amount of $22,040.41, the Claims List dated February 21, 2018 (2018 Budget) in the amount of $87,492.76 and the Claims List dated February 21, 2018 (2017 Budget) in the amount of $101.32.

NEW BUSINESS

On motion made by Mayor Anzaldi and seconded by Mr. White, the Board, with all present being in favor, voted to approve the Pay to Play Resolution for Brodart Co., EBSCO Industries, Inc, Totally Secure, Inc., Baker & Taylor, Inc. and Garden State Mechanical, Inc.

The Director reported that the Library received three quotations for HVAC yearly maintenance at both the Main Library and the Allwood Branch. Garden State Mechanical provided the lowest price and the Director recommended award of the contract to Garden State Mechanical. On motion made by Mayor Anzaldi and seconded by Mr. White, the Board, with all present being in favor, voted to approve the 2018 HVAC Annual Maintenance Contract to Garden State Mechanical for both the Main Library and Allwood Branch for a total amount of $11,150.00.

The Library Director presented the proposed meeting calendar for March 2018 through February 2019. President McCoy suggested that the start date for the April meeting be changed to 6:00 P.M. On motion made by Ms. Polk and seconded by Ms. Kennedy, the Board, with all present being in favor, voted to approve the following schedule of meetings for the year 2018-2019: March 21, April 18, May 16, June 20, July 18, August 15, September 12, October 17, November 14, December 19, January 16, February 20 with all meetings to be held at the Main Library except the July meeting to be held at the Allwood Branch and all meetings to begin at 7:00 P.M. except the April meeting which will be held at 6:00 P.M.

There being no further business before the Board, on motion made by Mayor Anzaldi and seconded by Mr. White, the Board, with all present being in favor, voted to adjourn at 7:52 P.M.

Respectfully submitted

Michael A. Cerone, Jr.
Library Counsel