APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 17, 2019

The meeting was called to order at 7:02 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 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, Richard Ruggiero, Patricia Vasilik, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Ms. Kennedy left the meeting at 7:54 pm during Old Business.

Absent: Tracy Sterni, David White, Superintendent Richard Tardalo and Mayor James Anzaldi.

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 policy for renewing library cards has changed. As of March 21, patrons do not need to show paper copies of proof of address (PSE&G bill, bank statement etc.). Instead, patrons can show paperless bills and statements on their cell phone. However, a patron's ID must still be in hard copy.

In addition, the Library increased the limit on the number of items in a category that are allowed out at one time. Here are the changes: DVDs, Series DVDs, Audiobooks, Playaways, CDs and Magazines from 5 to 10 (New DVDs remain at 5); Videogames from 3 to 5.

The annual Volunteer Appreciation event was held on Sunday, April 7. The Volunteer of the Year award went to Vivian Semeraro, who was instrumental in revitalizing the FRIENDS of Clifton Public Library and just stepped down after 5 years of holding the position of President.

Library Assistant Jennifer Rivera created a slideshow with volunteer facts that ran on the ActivPanels, and Library Assistant Jillian Bielen created the bulletin board that displayed all volunteer names. Perpetual Planning Committee members did a wonderful job planning and organizing the whole event: Chair Cheryl Conselyea; Anne Schapiro; Heather Nilsen; Pat Ferro; Jennifer Rivera; Nick Alectoridis; and Christine Althawabta.

This same committee also planned and ran events that took place during National Library Week, April 7 – 13. This year's theme is Libraries = Strong Communities. Small giveaways occurred daily, and raffles for prizes consisting of mostly donated items took place at the end of the week. Staff was treated to lunch in-house during National Library Workers Day on April 8. The FRIENDS held a membership drive during this week as well.

In the Children's department, a dietitian from ShopRite taught the kids how to make a healthy snack. It was very successful and the kids really enjoyed it. Unfortunately most families didn't sign up until the last minute which skewed our expectations of how many children could attend (and the amount of supplies the dietitian brought). This combined with several families who did not sign up and some families who saw the program starting and wanted to join in, meant we had to turn some children away. Managing program registration is a universal frustration in libraries.

The Library has started working with Ms. Esra to plan another Turkish story time to be held in April and tie into our DIA celebration. This year's main **DIA** celebration take place on **Saturday, April 27**.

A series of gardening workshops in partnership with City Green has begun. The first program was an indoor seedling session for children 6 years old and up. It was a successful program led by 2 technicians from City Green.

School visits have been underway. Four kindergarten groups from Bright Start Academy visited the library to learn about services and how to get a library card. They also toured the library and attended a story time and craft. Two preschool groups from School 17 visited the library and did the same.

In the Adult department, our large medical section is almost completely weeded and updated. The displays for the month include "Game of Thrones", complete with a fully costumed mannequin of Daenerys (Mother of Dragons) with a dragon; opening day of baseball; Buddy vs. Duff; and the terrorist assault in New Zealand.

The Medicare 101 program had ten people in attendance. PAWS for Reading has two new dogs – one named Puppy, and one named Domino. Vivian Ungerleider set up an Easter and a Passover display on the second floor. Khusboo Rana's Young Adult SAT Math tutoring program is going well. There are sign-ups for each scheduled Saturday. Her Book-A-Librarian program, meant to provide assistance to patrons on their personal devices, is slowly getting noticed. People are continuing to sign up for help. Summer reading program planning is underway.

Kathy Grimshaw and I met with Andrea Coloma of the Passaic County Department of Cultural & Historic Affairs at the Vanderhoef House in Weasel Brook Park. The House has been restored and is used for activities. She would like to work with us on establishing a book discussion

group. The Library has committed to conducting one session per month in May, June and July to see how things go. We also discussed other ways in which we can collaborate – for example, the library can display the artwork of people who attend art/creative classes in the House.

Makers Day went well last month; attendance skewed younger this year, perhaps as a result of the High School not participating. This year, instead of having one long day, we tried splitting it into two shorter sessions on a Friday and a Saturday, which allowed patrons to have options when they could attend and created a more manageable atmosphere.

Barbara Altilio ordered comic books for Free Comic Book Day in May; they will be picked up next week. We will be raffling off prize bags filled with swag gathered at last October's NYC Comic Con.

Barbara arranged two mini farmers markets with City Green's Veggie Mobile. They will take place in the Allwood Branch's parking lot; one in June and one in July. The library will have a craft table as well to entice more families to come and purchase fresh produce.

The Book Nooks in both locations have been doing well; Allwood had a fantastic month of sales in March for their tiny nook, $213! (We anticipate an average of around $166 in revenue for AB/month.)

Allwood has seen our door count numbers rise on Saturdays through March and into April. With warmer weather coming there's been an increase in the usage of the nearby park and in turn usage of the library.

Barbara has been in contact with Debbie Oliver from the Rec Department. Debbie has a Boy Scout working on his Eagle Scout project and he'd like to build a little free library to be placed in the park behind the library. (Little free libraries are small wooden boxes meant for give-a-book, take-a-book exchanges.)

Melissa Carrasco has added a new member to her homebound deliveries and is working on ideas to get the word out to more Clifton seniors that this library service exists. We have decided to allow DVDs and CDs (as long as they're not new) to be delivered as well as books and audiobooks, due to popular demand. On the new website, we'll be incorporating a fill-in form to make applying easier (we'll still have paper applications, too).

Marta Feduniewicz-Alborzi created another big hit with her seasonal decorations at Allwood. Patrons of all ages love them and ask how they can make them as well. They're a hit on the library's Instagram account also.

The Library constantly receive compliments from patrons in regard to Library Assistant Eduard "Eddie" Jurado; he's a wonderful asset to the library.

Trustee Pat Vasilik and I attended the PALS Plus Trustee Education event held on Saturday, April 6 at the Wayne Public Library. The topics presented were the New Jersey Library Construction Bond Act and library advocacy.

Of note regarding the Bond Act: we are still waiting for publication of draft regulations for public comment. Based on what was presented up until this point, we would try to apply for roof

funding under "Repair major components of a public library building in order to keep the building in efficient operating condition." We already have half the funding in hand, which is a requirement. The only other thing we can try for is upgrades for ADA compliance – for example, updating bathrooms, putting an automatic opener on the Allwood front doors, etc. We would need to spend money on professionals to draw up solutions and then make sure we'd have matching funding in hand.

Regarding advocacy, there is a push to increase the dollar amount of per capita state aid. After the huge cuts in 2010, state aid has been flat funded. It currently stands at approximately $0.41 per person, which this year equaled $36,824 for us. NJLA is looking for more sponsors for Assembly Bill A3801 and Senate Bill S2668 to increase per capita library aid. If it were increased to $1.20 per person, our library could possibly receive over $105,000 for the year. That would be huge.

In response to concern from staff at Allwood, who felt that they've experienced major respiratory illnesses in the past few months that seemed worse at work, I sent an email to City Manager Nick Villano, who referred the matter to John Biegel in the Health Department. John arranged for an inspection by Arvind Dutta, an Industrial Hygienist with the Passaic County Department of Health Services. His report, included in the Board packet, did not reveal any major problems. A recommendation, aside from regular carpet cleaning and perhaps using a portable air purifier in the main workroom, would be to get a ventilation company to conduct review of system function capacity. If anyone would want to go through with that, I would suggest waiting until the new boiler is installed through the PSE&G program.

DONATIONS

Unrestricted:

Canister $42.24; AA District #11/33 $75

Restricted – DEPARTMENTAL:

$38.21 Interest earned on EW Fund for juvenile programs

$21.00 From patrons for use at the Allwood Branch

COMMITTEE REPORTS

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 in meeting the 2018 budget, the Library used $59,295.48 from Library Reserves. The Board discussed the ramifications of future budgets if reserves are used again. The Director stated that she would have to start looking at reducing staff and service hours.

UNFINISHED BUSINESS

- Electrical contractors spent two full weeks at Main working on the lighting upgrades prescribed through the PSE&G Direct Install program. There are a few items remaining to be

completed. The program project manager came by on April 10 for an initial inspection for both the boiler and electrical projects.

- The updated website should be up and running in the next few weeks.

NEW BUSINESS

- Repair of Main outdoor walkway lights
- Purchase of laptop for community room upgrade project
- NJLA conference attendance

CONSENT AGENDA

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

1. Approve Minutes from March 2019 meeting
2. Accept the resignation of Page Laura Montano-Mejia, last day will be July 12, 2019; Increase the number of hours for Page Patricia Dziuba from 17 hrs/wk to 20 hrs/wk (as part of change in staffing plan accepted in March meeting); Hire Teresa Lazo-Iwachow as. part-time Library Assistant, $16.28/hr, 14 hours per week, start date April 22
3. Approve Claims List dated March 20, 2019 in the amount of $32,166.10 for 2019; Encumbrance List dated April 1, 2019 in the amount of $90,472.22 for 2019; and the Encumbrance List dated April 1, 2019 in the amount of $679.24 for 2018
4. Approve repair of Main exterior walkway lights at a cost up to $9,000 with similar fixtures as existing fixtures.
5. Approve purchase of Dell Inspiron 15 Series 3000 laptop at a cost of $671.46, as part of community room upgrade project bond
6. Approve up to $1,510 as budgeted for conference registration and hotel fees for multiple staff members to attend NJLA

TRUSTEE COMMENTS

There being no further business before the Board, on motion made by Ms. Gozdz and seconded by Ms. Polk, the Board, with all present being in favor, voted to adjourn at 8:23 P.M.

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