APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 19, 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 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, Patricia Vasilik, David White, Mayor James Anzaldi, President Linda McCoy, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr.

Absent: Richard Ruggiero, Tracy Sterni and Superintendent Richard Tardalo.

MINUTES

There were no corrections suggested by the Board. The minutes 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 spring season's Children's programs run during the month included regular story times plus gardening by City Green.

Author M. Michelle Derosier, a children's author based in NYC, delighted children and parents talking about her experience writing her non-fiction book about Ruby Bridges on May 28.

The Children's and Teen departments have been preparing for summer reading. The summer reading booklists were updated and sent to the schools. This year, a 7^{th}-8^{th} grade list was added.

As always, both buildings are decorated with art related to the summer reading theme. Especially of note is a large display by the Teen section upstairs at Main. Aided by the artistic talent of Library Assistant Tess Lazo-Iwachow, Teen Librarian Khusboo Rana installed a large Teen Summer Reading art display on this year's theme, "A Universe of Stories." A must-see!

School visits are now underway. This helps promote the library summer reading programs and the library as a place to for students to get their reading materials. We have started working with volunteers for the Summer Reading Partners program, as well as communicating with local businesses asking for their collaboration in offering prizes for the children during the summer.

The City Green's Veggie Mobile will visit the Allwood Library, June 20th and July 11th. The Director noted that the Library will be attempting mobile card sign up in our parking lot using the library's iPad. Barbara Altilio will be running a craft for all ages, pine cone bird feeders.

City resident Greg Baron's Jerry Garcia tie display in Allwood's vestibule has had an unexpected media interest. An article was run in the Record and the Herald and was on the northjersey.com website, along with a short video clip; the Clifton cable channel will be running an interview as well.

Children's Supervisor Gloria Abero was interviewed and quoted, and a picture taken in Allwood's children's room accompanied the article, which appeared in print in the Record and the Herald and online at northjersey.com.

The Clifton Library was voted favorite library in Passaic County by readers of New Jersey Family magazine. The list and related articles were printed in the June issue and appeared on their website.

Barbara Altilio and the Director participated in the City's annual Youth Week Official's Day. Our counterpart, Maria, is an eighth grader at CCMS. It was an enjoyable day for us; she was unfamiliar with so many aspects of Clifton beyond her neighborhood that we tried to cram in as many site visits around town as possible (including both library buildings, of course!).

The Library had a table in Downtown Clifton's Food Truck and Vendor Festival on June 2 (Clifton Ave & 1st Street area). Khusboo Rana, Jennifer Rivera and Juliana Schicho all spent a few hours manning the table. There were lots of questions regarding library card signups.

The SAT Math Tutoring Program was completed and had a great turnout.

Vivian Ungerleider worked with Christopher Columbus Middle School's Music department to have their Spring Concert debut here at the library.

Intro to Medicare had 20 people come and the June 3rd "Musical Monday," sponsored by the FRIENDS, had 90 patrons enjoying the performance. The Elder Law presentation had 30 present and the Joe Pearson piano concert was enjoyed by 39 in total.

Pat Ferro has been busy ordering books and other materials while continuing to weed the 600 area. Displays included the deaths of Doris Day, Herman Wouk and Dr. John. Others included….. Street Food, D-Day, the end of gun violence and the 50th anniversary of the Stonewall riots in NYC. Pat completed two webinars on books for D-Day and Yoga & Meditation in the library.

In Tech Services, juvenile shipments have been arriving with Summer Reading titles, replacements, and new selections. Darlene Olenkewich has been non-stop adding all these arrivals to have them available for the kids before school gets out! She has been helping with the processing as Luz Posada has been overwhelmed with the processing between juvenile, YA and adult items being added. Carol Loden would like to add that everyone is doing more than their fair share on getting things done and always with a smile and good attitude. She has a good crew in Tech!

Grace Giunta is managing adding adult titles as well as YA, FASTips, Large Print and travel standing orders. At this point we are all wearing many hats to get things added and maintain all areas.

The Library is still dealing with a large amount of books arriving from Baker & Taylor uncatalogued, which means not only finding full MARC records from other data bases or World Cat, finding appropriate Dewey numbers for non-fiction [which most of them are] but doing the labels as well. This has been addressed with them several times and the best that they could do was to run labels for any uncatalogued fiction titles. This is frustrating and slows us down with getting most of the non-fiction titles added.

We have recently set up separate YA FASTips programs with Brodart for both Main and Allwood as the reading styles and needs are so different at both locations. Khusboo and Barbara will be selecting and managing their own needs. Brodart has been so kind as to separate and help create lists for each building. FASTips is a great program to assure our library will not miss out on new titles in series and by popular authors.

The Garden Club has continued spending time at the Main Library sprucing up the planting beds.

A full-time tech support person started at PALSPlus in May. PALS will also be making the rounds to each library to determine the versions of Windows on all staff and public computers ahead of a Windows 10 upgrade.

New libraries will be joining our consortium! The membership voted to accept Belleville and Union City: Belleville as a Full Member, Union City as a Partner (entitling them to the Workflows ILS and shared collection; no PC network services).

LibraryLink had its budget approved at the June membership meeting. Delivery costs for FY20 were also released after a task force reviewed the cost-share formula. For July ’19 through June ’20 service, it will be $975 for Main, and approximately $4,419 for Allwood.

At this same meeting, two PALS Plus members were voted onto LibraryLink’s executive board: Corey Fleming, Director of Paterson, and Ricardo Pino, Director of West Milford. A proposed by-law amendment asking that no cost-share or fee could increase more than 2% in any fiscal year passed but could potentially be vetoed by the State Librarian.

I’ve previously mentioned in passing that going fine free is becoming a movement around the country. Montclair Public Library going fine free. I’ve included it in the packet since it covers

some of the rationale behind the movement. The Camden County Library system also announced that its eight branches will be going fine free starting in July.

DONATIONS
Unrestricted:
In Memory Theresa Damiano from Joyce Nelson $ 25.00

Restricted:
Restricted – DEPARTMENTAL:
$40.95 Interest earned on EW Fund for juvenile programs

Other:
Books from the Estate of Armand C. Hilaire

COMMITTEE REPORTS

Building and Grounds Committee

The Committee reported the Library received three quotes to replace walkway lights at the Main Library. The Committee recommended that GWE Electric be awarded the contract for $9,400. The recommendation was added to the consent agenda.

Personnel Committee
The Committee recommended the hire of a Custodian and a Page. There was no discussion and the recommendation was added to the consent agenda.

Planning and Policy Committee
The committee recommended revising the fee policy for genealogical and local history research. The recommendation was added to the consent agenda.

Technology Committee
Trustee Vasilik asked about the status of the website revision. The Director stated that progress is being made. The Director will make arrangements for the committee to see the prototype of the revised site.

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 reported that work on the PSE&G Direct Install project has been completed. However, the State inspector happened to come by for his yearly inspection and brought up two issues: one is that the boiler installer did not fill out paperwork for the State as required, for either building; and at Allwood, there is an issue regarding the compatibility of a new safety valve with an old expansion tank. The Director reached out to our project manager at Willdan, the company coordinates and oversees the Direct Install program. PSE&G is

following up with the contractor and the state inspector to determine the exact issues and who is responsible for remediation.

- Regarding the outdoor lighting at Allwood Branch, the Director and head of maintenance met with PSE&G. In addition, another engineer review this project. The concern is that the Library is not in the position to judge the best option. The Director asked if the City could take over this project. The Mayor will follow up with the City Manager.
- Main Library chiller transducer part replacement update. Quotes to replace the chiller transducer is between Garden State Mechanical at $100/hr for labor and Panetta at $105/hr. On motion made by Mayor Anzaldi and seconded by Ms. Polk, the Board, with all present being in favor voted to authorize the Director to engage Garden State Mechanical to diagnose leak in Main Library air conditioning system at a cost not to exceed $5,000.
- NJ Construction Bond Update – the regulations will be published in the New Jersey Register on July 1, 2019 for a 60 day comment period.

NEW BUSINESS

- The Primepoint employee hand scanner at Main Library is not working properly. Efforts to repair have been unsuccessful requiring employees to keep paper time records. The cost for a replacement is $1,695 for replacement with a one year warranty; annual warranty renewals are $275. To repair the Library would have to ship at Library expense. The cost to diagnose is $125 with the diagnosis cost being applied against repair cost. They will rent us a temporary replacement at a cost of $95 per month. The Library can then buy a warranty after repair is completed. Motion made by Mayor Anzaldi, seconded by Ms. Gozdz, the Board, with all present being in favor, voted to authorize the repair of the scanner, rent a temporary replacement and purchase a one year repair warranty at a cost not to exceed $1,200.

CONSENT AGENDA

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

1. Approve Minutes from May 2019 meeting
2. Approve the hire of Rueben Bernier as part-time Page, $8.85/hr ($10/hr starting July 1, when state minimum wage increase goes into effect), 12 hours per week. Start date dependent upon successful background check and to hire Steven Robertson as part-time Custodian, $11.04/hr, 20 hours per week. Start date dependent upon successful background check.
3. Approve revision of fee policy for genealogical and local history research as attached.
4. Approve Claims List dated June 19, 2019 in the amount of $37,660.18, the Encumbrance List dated June 1, 2019 in the amount of $36,040.27 and the Encumbrance List for 2018 dated June 1, 2019 in the amount of $40.
5. Approve Main Library outdoor walkway light replacement by GWE Electrical Construction in the amount of $9,400 out of bond money.
6. Authorize the Director to engage Garden State Mechanical to diagnose leak in Main Library air conditioning system at a cost not to exceed $5,000.

TRUSTEE COMMENTS

Trustee Vasilik attended the NJLTA seminar on Saturday June 15, 2019.

There being no further business before the Board, on motion made by Ms. Polk and seconded by Mr. White, the Board, with all present being in favor, voted to adjourn at 8:37 P.M.

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