APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
ALLWOOD BRANCH LIBRARY
44 LYALL ROAD, CLIFTON, NJ
JULY 17, 2019

The meeting was called to order at 7:02 P.M. by Treasurer Richard Ruggiero 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: Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Patricia Vasilik, Mayor James Anzaldi, Library Director Justine Tomczak and Library Counsel Michael A. Cerone, Jr. Marianna Gozdz arrived at 7:13 PM during the Finance Committee Report.

Absent: Superintendent Dr. Danny Robertozzi and President Linda McCoy.

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 Treasurer Ruggiero declared the Public Comment portion of the meeting closed.

CORRESPONDENCE

The Director sent a welcome letter sent to new Schools Superintendent

DIRECTOR'S REPORT

Two different groups used the Library's community rooms for their graduation ceremonies. One was a preschool. The other group was students who earned their diplomas through Catapult Career Starters, which is sponsored by the Passaic County Workforce Investment Board.

The Children's department finished up their school visits before the school year ended. They promoted the summer reading program, special summer events, and resources such as Hoopla. Tours continue over the summer as camp groups and preschools visit the library, and librarians go out to places like the Boys & Girls Club.

The Summer Kickoff was held on July 8. The scheduled performer had a family emergency that took her out of the country, but fortunately the performer scheduled for the Finale in August was able to switch, so everything worked out. Reading logs are already being handed out, and many of the special programs requiring registration become full as soon as they open. The teen department has also been working hard on displays highlighting the summer reading theme ("A Universe of Stories") and books that are included in the new 7th and 8th grade lists.

The circulation and reference departments are promoting the library's summer reading program for adults as well as PALS Plus Summer Reading Expedition encouraging them to visit other PALS libraries and check out different types of material (audiobooks, digital resources, etc.).

This month's reading display at Allwood is the "galaxy" installation done by Marta Feduniewicz-Alborzi.

Akiko and Claudia Kobayashi's violin & piano concert was a hit.

Musical Mondays, sponsored by the FRIENDS, will continue with its next program on July 22 featuring the group Two Guitars covering the Great American Songbook.

Vivian Ungerleider has two local authors coming to visit: Anthony Florio, author of "Yankee Batboy," detailing the years he spend traveling around with the Yankees, including to World Series games; and 94-year-old Gloria Tramontin Struck, author of "Gloria: A Lifetime Motorcyclist," which details her adventures over 75 years of riding around the world.

Upstairs at Main, Mets memorabilia is on display commemorating the 50th anniversary of their 1969 World Series win.

Museum passes have been circulating well as parents are looking for things to do with their children.

The mobile printing service at the Main Library – in which patrons can send a print job to a Main Library printer from their mobile device in the library or any device at home – is being used more lately.

The first visit of City Green's Veggie Mobile at the Allwood Library on June 20th was successful.

Laure Barrett and Anne Schapiro registered for a free webinar on serving individuals with autism.

DONATIONS

Restricted:
For books from Adele Piela in memory of Janine Piela - $1,000

Restricted – DEPARTMENTAL:
$42.31 Interest earned on EW Fund for juvenile programs
Note: New CD for EW money: 6 months 2.25% APY with Crown Bank (previous CD - 20 month .9951% which matured)

COMMITTEE REPORTS

Personnel Committee
Recommendation to change temporary position to permanent. There was no discussion and the recommendation was added to the consent agenda.

Finance Committee

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

The Committee presented a report on various alternatives to cut costs or raise revenue. The proposal to raise the price of photocopies was placed on the consent agenda.

UNFINISHED BUSINESS

An update on the PSE&G Direct Install boiler projects: Paperwork from the contractor has been submitted to the State. The contractor changed the safety valve on Allwood's boiler; it is compatible with the old expansion tank. The City inspector passed it. The Library is awaiting word on whether the State Inspector finished his work.

Main Library chiller update: On Saturday, July 6, maintenance worker Lee Cadmus came in to find the air not on in Main. It had been on as of closing on Friday night. The temperature that day got into the 80s with high humidity. Garden State Mechanical was called. The air handlers were working but the chiller had shut down. A definitive reason was not found. Garden State Mechanical cleaned coils and reset factory settings and managed to get the AC working again before we would have to close due to high internal temperatures. They determined that the one circuit is out of refrigerant, as previously suspected. GSM came back several times during the week of July 8 to test the transducer for leaks. They have not found the leak. Garden State Mechanical reached out to the manufacturer's representative who suggested that the Library reach out directly to the manufacturer, Daikin. It was the consensus of the Board that the Director should contact Daikin and have the company examine the problem. If necessary, a special board meeting will be required to review any proposal and authorize repairs.

At Allwood, the AC unit installed in the computer room was leaking. Panetta was brought in to diagnose and fix the problem.

The Children's public bathroom in Allwood had a leak that got so bad the Library had to temporarily discontinue use of the sink. Gemini had a tough time getting needed parts as the configuration is now obsolete. Replacement parts were found. The sink has been fixed and is back in operation.

The electrical contractor approved to repair the Main Library outdoor walkway lights has ordered parts and supplies. Work will be scheduled once the parts are delivered.

NEW BUSINESS

The Board discussed opening Sundays in the fall beginning October 6 through December 8.

The computer for purchase of laptop for community room upgrade project was previously approved is no longer available. The Director suggested purchase of a Dell Precision M4800

CONSENT AGENDA

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

1. Approve Minutes from June 2019 meeting
2. Approve change in status of Library Associate Juliana Schicho from Temporary to Permanent as of July 22, 2019 with hours and rate of pay to remain the same and sick and vacation leave to start after 3 months
3. Approve Claims List dated July 17, 2019 in the amount of $84,062.11 and the Encumbrance List dated July 1, 2019 in the amount of $32,519.28
4. Raise the cost of copies from .10 to .15 cents for black and white copies and.25 to .30 for color copies and to charge $0.15 for the printed confirmation page of scans effective September 3, 2019
5. Approve opening on Sundays from October 6 through December 8, 2019.
6. Approve purchase of Dell Precision M4800 15.6" Workstation Laptop, Windows 10, refurbished at a cost not to exceed $500 as part of community room upgrade project bond
7. Approve closing the Investors Bank Money Market Account, transfer that balance to Spencer Savings Bank Operating Account, withdraw $54,000 from Spencer Savings Bank Savings Account and transfer that sum to the Spencer Savings Bank Operating Account

On motion made by Ms. Gozdz and seconded by Ms. Sterni, the Board, with all present being in favor, voted to adopt adjourn at 7:59 pm.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel