APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
SEPTEMBER 18, 2019

The meeting was called to order at 7:00 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, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, Patricia Vasilik, David White, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Trustee Kennedy left the meeting during the Director's report.

Absent: Mayor James Anzaldi, and Superintendent Dr. Danny Robertozzi.

MINUTES

By motion made by Ms. Kennedy, seconded by Ms. Polk, the board, with all present being in favor, approved the minutes of the August 21, 2019 meeting of the Board.

PUBLIC COMMENT

No one addressed the Board and Treasurer Ruggiero declared the Public Comment portion of the meeting closed.

CORRESPONDENCE

There was no correspondence.

DIRECTOR'S REPORT

The process for increasing the cost of the printer/copiers on September 3 went well. The Library could not begin charging for scanning, as hoped, because our machine model doesn't have a meter to support that action.

The redesigned website launched on Monday, September 16. Training for the appropriate staff will be upcoming, and there is still time contractually to work with the developer on edits and design tweaks.

This month, police were called when a patron began harassing female staff members and followed one worker into the stacks and grabbed her name tag. He was removed from the building by police. A block was put on his library card and he was sent a letter suspending his privileges indefinitely. Staff was instructed to call police if he returned.

Someone has been leaving religious booklets in materials all over the library. Staff estimates that close to 100 have been found so far. We're not sure if this is being done continuously or was done all at once and we're finding them piecemeal.

During July and August, over thirty programs were run in the Children's Rooms at both Main and Allwood. There were visits from the Boys and Girls Club and a summer camp and visits were made to the Boys & Girls Club and Clifton Recreation groups. The I Spy, Puzzle, and Trivia games were popular, as was the Readathon – all passive programs that children could participate in on their own schedule. A new story time structure was tried this summer. Instead of babies and toddlers together we had birth to 18 months and 19 months to 36 months story times. The Baby story time was very successful and we were able to try new activities geared for this age, including a choral reading - each parent was given a copy of the same board book and we all read aloud together. (Thank you to Little Falls librarian for lending us her extra story time copies.) The Library will continue this new structure during the fall.

The NASA Storytime program was very successful and families really enjoyed it. Each week for 5 weeks we used the ActivPanel to play a video of an astronaut on the International Space Station reading a picture book followed by a craft or activity. We also briefly discussed with the children what it is like to live in space and told them about the astronaut who was reading.

All told, active program attendance for summer reading totaled over 1,500 people, and over 1,700 kids participated in the passive programs.

It is worth noting that many programs were presented thanks to collaboration with outside organizations and community volunteers, such as:

- Healthy eating with ShopRite
- Coding with Minecraft and 3D Paint with Microsoft
- Computer science camp with 4h of Passaic County
- Tips to save money with Valley Bank
- Stem camp, with volunteer teen Claudia Carranza
- Reading with Alana, with volunteer teen Alana Miller
- Knitting and Crochet, with volunteer Pat Vasilik and the knitters' group
- Music together, with local volunteer Kim Latiano

And, at the end of the summer, the Kiwanis Club of Clifton offered an Ice Cream party to the children that completed the Summer Reading Challenge. Over 50 kids participated out of the 500+ participants in the weekly summer reading log program.

The young adult department gave out a total of 105 teen reading logs over the summer. The expanded summer teen programs included fourteen different planned events including arts & crafts, game nights and movie afternoons. Over 90 teens were involved in the events. Pulling the YA summer reading books and creating a separate area for them with grade level stickers was a

godsend. The librarians and students were easily able to find appropriate reading books with speed making the process simplified.

The adult summer reading program continued with 67 reading logs given out.

Hoopla has been on a pretty steady upwards trajectory since its inception a few years ago. We pay for usage – what's actually checked out by Clifton patrons – and are keeping this increase in digital usage (and therefore cost) in mind when ordering media.

Kathy Grimshaw Haven and the Director have reviewed the EBSCO list, our main source of periodicals, and have identified items to cut for next year.

One of the DVD cleaning/repair machines in Tech Services will probably need a part replacement, hopefully not having to replace the entire machine. We have saved a considerable amount maintaining our DVD, music and audio book discs vs having to replace titles. We are examining cost for repair vs. cost of purchasing a new machine.

Carol Loden would like to extend a big thank you to her small staff for doing a super job getting all the summer orders checked in, added, processed and out on the shelves for all the summer reading programs, and a thank you to Patty Vasilik for volunteering her time to help add all the juvenile donations, especially for Allwood.

Weeding of the YA collection at Main continues by Khusboo Rana.

A very successful resume workshop was held that included 15 participants. They all received personal assistance with resume creation and were delighted with the results.

Movie showings continued to be lower than in the past, which has led to the non-renewal of our expensive Swank movie license. We are now showing movies from Film Movement that we can present with free public performance rights once per title. We will monitor the situation for a few months to see if there is some progress.

The Library is reviewing the museum pass program and work with the FRIENDS to decide on which venues we'd like to offer for next year (thanks to the FRIENDS generous sponsorship). Vivian Ungerleider assists with this, and she is also working on bookings for programs and concerts for next year already, some of which are also FRIENDS-sponsored.

Pat Ferro has continued weeding books in the history and cookbook area to have space for newer materials. The displays include the recent deaths of …. Maida Heatter, Lee Iacocca, Jim Bouton, Toni Morrison, local author Dorothea Frank Benton and Valerie Harper. Other displays featured the Apollo 11 moon landing, summer foods, Boris Johnson, the 9/11 responders, Woodstock and the Manson murders, back-to-school and the international nuclear testing ban.

Lynn Tuorto from Clifton High School has been in touch with Barbara Altilio over the summer to schedule the Allwood Branch Library for their job sampling program for special needs students. The students will be coming to the library to perform job duties according to their abilities.

Allwood's July City Green veggie mobile visit was canceled due to rain but has been rescheduled for Tuesday October 1st from 2:30-4:00pm.

Publicity is becoming an issue for the Library. The parent company of the Clifton Journal, Herald News, etc. will only accept press releases submitted online. There are disadvantages that we see to this, such as needing to conform to their categorization of events. The print version of the Clifton Journal has also changed: The library used to have its own section, but now our events are lumped in according to their categorizations. In the last issue, they only printed about a third of the events the Library submitted online and that had been printed previously. This is a shame, since over the years our feedback from the public is that the Clifton Journal is how they've discovered library news and events.

In a snapshot of library usage, I would like to note that August was a busy month for the Allwood Branch. They circulated 20,796 items (Main circulated 19,141) and had 9,389 people through the door. Those numbers are with Allwood only being open Monday through Friday in the summer. The delivery service is also being well used: they sent out 657 of our items to other libraries and received 2,076 items from other libraries that patrons requested to have sent to the Branch.

On September 5 I attended the New Jersey Experienced Directors Summit at the Monmouth County Library. This all-day event included library law presented by Michael Cerone and information on data gathering and assessment for the purpose of identifying community wants, needs and aspirations presented by Kristin Fontichiaro, a professor at the University of Michigan School of Information. This will also come in handy during strategic planning.

Daikin was completed the installation of the new compressor at the Main Library on 9/17.

Unrelated to this issue, Garden State Mechanical found a burnt-out return air motor starter and wires on the second floor.

Lights for the front walkway at Main are still on order. Work will be scheduled once they come in.

DONATIONS

Restricted – DEPARTMENTAL:

$94.66	Interest earned on EW Fund for juvenile programs
$150	Woman's Club of Allwood – for use at the Allwood Branch
Ice cream	The Kiwanis Club of Clifton – End of summer reading ice cream party for kids

COMMITTEE REPORTS

Fundraising Committee

Trustee Gozdz reported on options for bus trips to Atlantic City and Pennsylvania casinos.

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 understands that the City has approved additional money so that the entire Main Library roof can be replaced. The Director will report back on the status of the Library Construction Bond Act.

NEW BUSINESS

Microsoft will no longer be supporting Windows 7 and computers must be upgraded to Windows 10. The Library is beginning to explore options for upgrading older computers in both buildings.

On Motion made by Trustee Gozdz and seconded by Trustee White, the Board, with all present being in favor, voted to meet in executive session to discuss personnel matters at 7:30 pm

The board reconvened at 7:38 pm with the same trustees present.

CONSENT AGENDA

1. Approve Personnel Agenda Accept the resignation of part-time Library Assistant Tom Cadmus - last day was September 11, 2019; and approve his stay on the roster of Sunday-only Library Assistants, contingent upon his repayment of use of unearned vacation time**;** Hire Linda Nasta as part-time Page, $10/hr, 10 hours per week. Start date dependent upon successful background check; Hire Megha Barot as part-time Library Assistant, $16.28/hr, 24 hours over a two-week rotation; Hire Adela Karuli as Sunday-only Library Assistant waiving the background check; Increase the amount of hours allotted to Monitor to 380 (up from 260) for this year to help cover staffing shortage.
2. Approve Claims List dated September 18, 2019 in the amount of $26,214.51 and the Encumbrance List dated September 1, 2019 in the amount of $35,880.92.

TRUSTEE COMMENTS

All of the Trustees expressed their sorrow at the passing of President Linda McCoy. Her years of service were fondly remembered.

On motion made by Mr. White, seconded by Ms. Gozdz, the Board, with all present being in favor voted to approve the consent agenda.

On motion made by Ms. Vasilik and seconded by Mr. Polk, the Board, with all present being in favor, voted to adopt adjourn at 7:46 pm.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel