APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
OCTOBER 16, 2019

The meeting was called to order at 7:06 P.M. by Counsel Michael A. Cerone, Jr. 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: Barbara Polk, Tracy Sterni, Patricia Vasilik, David White, Mayor James Anzaldi, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.

Absent: Marianna Gozdz, Margaret Kennedy, Richard Ruggiero, and Superintendent Dr. Danny Robertozzi.

Because no officers were present, on motion made by Ms. Sterni and seconded by Ms. Polk, the Board, with all present being in favor, elected Patricia Vasilik as temporary chairwoman.

MINUTES

There were no changes to the minutes. The minutes were added to the consent agenda.

PUBLIC COMMENT

No one addressed the Board and Chairwoman Vasilik declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

September was Library Card Signup month. Staff worked to promote this outside of the buildings, with flyers in community businesses and centers, outreach to senior living facilities, and participation in street fairs, such as Downtown Clifton's Fall Festival.

Website editing training for the appropriate staff occurred at the end of September.

Staff discovered more illustrated religious booklets being left in materials all over the library. We still cannot catch the person (people?). Some of these materials are about the evils of "false religions" and target certain groups. A sampling of materials was brought to the police station and a report was filed. Due to the bias content of the materials, the police filed a report with the state police as well.

Material orders are being placed in all areas to assure new titles as well as needed replacements will arrive in the few months left of this year. Line item budgets are being closely watched this time of year, and as we order prepub and have a 6 month backorder window we have to take in account that these shipments will be arriving over the next 3 months as well as standing orders and FASTips [Adult, YA, and Juvenile]. There has been a steady increase in digital usage. Hoopla's model is pay-per-checkout, so as usage increases so do quarterly bills. Despite cuts, our invoice for print periodicals went up, so this is being reviewed again and vendors are being compared.

The Library provides OverDrive through PALS Plus for more digital resources and have been working to promote that as well.

Library Assistant Jennifer Rivera and Librarian Khusboo Rana attended the NJ State Library one-day training for Apple devices at the Hasbrouck Heights Library. Librarian Heather Nilsen and Library Assistant Juliana Schicho attended the NJLA Youth Services Forum at Monroe Twp. Library.

Hispanic Heritage Month ran September 15-October 15. A talent show was held in which children from the community participated by dancing, playing traditional instruments or music, or singing. More than 50 people attended the event. At a separate craft event, children created a mini piñata filled with candies. 30 people participated. An exhibit in the Main Library gallery displays the history of people's migration and the cultures that gave the identity to America, emphasizing the Hispanic influence.

Librarian Heather Nilsen, as part of the Youth Services Committee, helped to plan and run the "Characters & Cupcakes" workshop for PALS Plus children's librarians and staff. This workshop focused on presenting ideas for book or character themed programs, and she presented the Harry Potter Trivia and Potions programs she's run in the past.

The Adult Services Department programs have been doing well with fifteen people attending the latest Operalogues session, which attendees are passionate about. The recent SCORE presentation brought in five new attendees. Paul Dzerza from SCORE presented "Developing a Business Plan" and successfully used the ActivPanel. On a sad note, the SCORE chief mentor, David Malka, passed away at 95 years old. He was the force that helped establish the Clifton Library as the Passaic County headquarters several years ago. He will be missed.

Kathy Grimshaw created new wall displays for Hispanic Heritage month which included Latin poets and poetry, and she crafted a display focused on terrariums and houseplants. Pat Ferro's displays included Pumpkin spice and fall food, and the death of Cokie Roberts. Teen Librarian Khusboo Rana had been prepping and promoting a new Teen Book Club; the first meeting was on October 9.

The October 2 Veggie Mobile visit – rescheduled after a July rainout – had fantastic results, with even more people than in June. Lisa from the Veggie Mobile told us that some of the people commented that they usually go to city hall when the Veggie Mobile visits there, but the Allwood Branch is so much closer for them. More visits will be set up with them for next year.

Librarian Barbara Altilio registered the library for 2020 Makers Day. She is working on adding fresh activities this year and how we can structure both the Friday and Saturday dates.

Library Assistants Melissa Carrasco, Jennifer Rivera, and Monica Pineda and Librarian Gloria Abero have been participating in an educational workshop on assisting Spanish speaking patrons.

Both buildings are decorated for fall, especially in the entries and circulation areas. At Allwood, Library Assistant Marta Feduniewicz-Alborzi decorated the lobby for Halloween, and the kids entering the building stare up in awe at all the dangling bats. Patrons routinely ask Marta how she made our seasonal decorations.

Our annual staff appreciation luncheon was a lot of fun this year. Thank you to Jennifer Rivera and Melissa Carrasco and committee for their hard work putting it together.

The next FRIENDS Gift Gallery Blow-out Sale will take place in the gallery of the Main Library on Wednesday, October 23 from 11-4. Their next semi-annual meeting will be held Tuesday, November 19 at 7:00 pm in the Main Library; featured guests are members of The Real Macaw Parrot Club, who will be bringing some of their feathered friends. Everyone is welcome.

The Book Nook is proud to have hit some milestones: $100,000 in revenue and their 20th Anniversary. The director is working with Book Nook coordinator Sue Tereski on publicity.

The library will be closed on Friday, October 25 for staff development day. Clifton Police Department will be on hand to present sessions on safety, and the maintenance department will review site-specific details regarding exit routes, alarm panels, panic buttons, etc.

Volunteers from the Garden Club spent more time at the library in the last few weeks, helping our maintenance crew to weed and clean up around the garden beds. A few bigger tasks are recommended for a landscaper.

Nick Alectoridis and I met with Luca Manna, Executive Director of PALS Plus, regarding increasing electrical feeds into the PALS Plus office. This cost will be borne by PALS Plus.

On September 25, the telephone system was not working correctly in Main. The problem could not be diagnosed remotely by our repair vendor, so a site visit was conducted and the problem was fixed a few hours later.

DONATIONS

Unrestricted:

$ 58.87	Canister
$130.00	In Memory of Linda McCoy from the Keglers Bowling League
$100.00	In Memory of Linda McCoy from Larry Duca & Family
$100.00	In Memory of Linda McCoy from Christine Zembicki
$100.00	In Memory of Linda McCoy from Christine Belli
$100.00	In Memory of Linda McCoy from Mr. & Mrs. Stanley Brach
$ 25.00	In Memory of Linda McCoy from Mr. & Mrs. Dutch
$100.00	In Memory of Theresa Anne Damiano from Melissa Warhurst
$ 50.00	From Israel Acuna

$ 20.00 From Carlene Stoll

Restricted:
$1,000 for Books From Adele Piela in memory of Richard and Mark Piela

Restricted – DEPARTMENTAL:
$94.66 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

The Clifton Arts Center sent a sympathy card for the passing of Linda McCoy.

COMMITTEE REPORTS

Building and Grounds Committee

The committee reported on quotes for landscaping and the purchase of Toro Timecutter Riding Mower. Action on both items was included in the consent agenda.

Fundraising Committee

Finance Committee

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

Technology Committee

The committee reported that Microsoft will soon stop supporting Windows 7. Some of the computers are too old to upgrade to Windows 10. This will necessitate purchasing new computers. The immediate need is to purchase 36 computers. Dell has a state contract with the cost of a new computer set at $710 and the cost of a new monitor at $132. In addition, there will be a need to obtain licenses for Windows 10 and Microsoft Office. Action to purchase computers and licenses was placed on the consent agenda.

UNFINISHED BUSINESS

- Main Library roof project – the Director updated the board on the status of the Library Construction Bond Act. As the regulations have not been finalized and the time line for submitting and awarding grants is not yet known, it was the consensus of the board that the Director should contact the architect to finalize bid specs.

NEW BUSINESS

- Capital appropriations

CONSENT AGENDA

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

1. Approve Minutes from September 18,2019 regular meeting and September 18, 2019 Executive Session
2. Approve hiring Joyce Corey as Library Assistant, part-time, 12 hours per week, $16.28/hour with a start date October 21, 2019 and hire Jennifer Larrinaga, a librarian to work Sundays
3. Approve Claims List dated October 16, 2019 in the amount of $50,985.44 and the Encumbrance List dated October 1, 2019 in the amount of $43,437.70
4. Contract with Jack Mayo to do landscaping at Main Library in accordance with their quote in the amount of $730.00 and Unlimited Landscape and Design to do landscaping at Allwood Branch in accordance with quote in the amount of $400.00
5. Approve purchase of Toro Timecutter Riding Mower, bagger attachment and sunshade attachment from Northeast Equipment (state contract vendor) for $3,404
6. Approve purchase of 36 computers and monitors from Dell (state contract vendor) at a cost not to exceed $35,000 over 5 years and to purchase 65 licenses for Windows 10 and Microsoft Office 2016 at a cost not to exceed $8,000

TRUSTEE COMMENTS

Mayor Anzaldi stated that he will be working on filling the vacancy left by the passing of Linda McCoy. He welcomed recommendations.

On motion made by Mr. White and seconded by Ms. Sterni, the Board, with all present being in favor, voted to adopt adjourn at 8:29 pm.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel