APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
NOVEMBER 20, 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, Barbara Polk, Richard Ruggiero, Tracy Sterni, Patricia Vasilik, David White, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.

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

MINUTES

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

PUBLIC COMMENT

Anne Shapiro, library employee addressed the Board. She announced that she would be retiring effective January 1, 2020. She thanked the Board for the opportunity to serve the community for the past 20 years.

DIRECTOR'S REPORT

Staff Development Day was held on Friday, October 25. Barbara Altilio and Nick Alectoridis were instrumental in making this happen. Staff split at Main and Allwood. Lt. Paul Hasselberger from the Clifton Police Department spent the morning at Allwood to present a session on safety, which included a presentation on Active Attack Events. At Main, the maintenance department took staff on a tour around the building to review site-specific details regarding exit routes, alarm panels, panic buttons, etc. In the afternoon, the reverse agendas took place in each building. Later in November, a police sergeant will be visiting each building to conduct a threat assessment and offer tips on safety and security. All of this is helpful to us as the library updates Emergency Manuals.

Marta Alborzi-Feduniewicz, Carol Loden, Darlene Olenkewich, and Grace Guinta attended the PALS Plus Tech Service Summit.

Melissa Carrasco attended the multi-cultural awareness summit and also attended training on being a shop steward.

Cheryl Conselyea and Barbara Altilio attended the open house appreciation breakfast at Clifton High School given by the Community Based Work Experience Program, which is a program run by the special education program. While at the breakfast they met the owners of Pinot's Palette in Nutley. Barbara spoke with them about fundraising; they said that they did them and in fact just had one for their local library. She passed this information on to Vivian from the FRIENDS.

The new adult crafting program at Allwood had interest, some patrons wished to attend but the time was of day wasn't good for them.

Attendance at foreign film showings are OK but could be better.

Marta's seasonal decorations at Allwood bring joy to all ages. She consistently gets compliments from our patrons; teachers and parents ask her how she made the items because they'd like to do them for their classroom.

Barbara has a meeting scheduled with someone from Passaic County Community College in regard to their Youth Rise Program which is for people ages 16-24 who dropped out of high school to help prepare them for the GED and teach them life/career skills. It's a grant funded program. She believes they're looking to set up an information table but she'll get more information when they come.

The Director attended a PALS Plus membership meeting which was held at PCCC's Wanaque campus. Students from three different courses in their culinary program prepared and served us lunch as a way to show off their program and introduce the concept of partnering up with PCCC to run programs in our local libraries.

A free Senior Microsoft Word Class is being offered to Clifton Library resident cardholders 60 years old or older in good standing. It is a one-time class on Thursday, Nov. 14th. There is no fee. This class is held in partnership with the Clifton Senior Center.

In PALS Plus, there are two projects in the works. Temporary user profiles for library cards will serve patrons in temporary housing situations and standardize usage across the consortium; and the option of receiving text messages for hold pickups and date due reminders is being set up.

Library Assistant Tess Lazo-Iwacho came up with an innovative idea to use the Library's left-over date due cards. She turned them into decorative bookmarks using ribbons and book quotes and ink stamps to be sold as part of the FRIENDS Gift Gallery. They are 3 for a $1.00. They went on sale Oct. 24th and as of mid-November 27 bookmarks have been sold.

Circulation staff put together a Halloween basket filled with free kids' books instead of candy for the trick-or-treaters. Jennifer Rivera made labels "A Halloween treat from the Clifton Library" which we put inside the books. The Main Children's room and the front desk each had a basket

and a basket was sent to Heather at Allwood. By the time we closed our basket was almost empty. We hope to do it again for Thanksgiving as we have so many donated children's books.

At Main, exhibits this month include the Annual Clifton Artist's Association with their paintings and sculpture in the Gallery area. Upstairs St. Phillip's Blanket Ministry displayed knitted items for sale. The pumpkin spice display morphed into a Thanksgiving one and upstairs there is a yoga display near the stairs. The 700's is the area being weeded this month.

The YA department had some successful programs recently. Navigating the FAFSA Workshop was well attended, as was the Youth impact Communication Workshop. More than twenty people were in attendance for each program.

Kathy Grimshaw again had many patrons wanting information from the Herald News on microfilm – we are one of the very few libraries in the area who have it. Of special interest was an inquiry by the New York Post about a gruesome murder in Passaic one hundred years ago in early December. We can't wait to see the article in the paper.

On November 9th Vivian Ungerleider rescued the Passaic Genealogy meeting when their equipment was malfunctioning before their meeting. She showed them how to use the ActivPanel and they were impressed. The rest of the meeting went smoothly for them. Local author Michael Gabriele also used the panel for his program attended by twenty participants. A new therapy dog, Molly will be joining Allwood to expand PAWS for Reading there.

In tech services and collection development, last minute modest orders have been placed the past few weeks to make sure we have current best-selling items for our patrons, with one more coming for YA books.

The Library is planning on using December and into the new year for catching up with mending and working on going through the audio/visual donation we received earlier this year, possibly using some to replace discs we do own that have had large numbers of checkouts. There are literally over 1000 DVDs and Music CDs sitting in the back! We have talked about doing a blowout sale after we decide what we can use for our collection.

Local children's author, Marin Resnick, did a very nice program at Allwood and will do the same program at Main in November.

The Kiwanis Club invited a representative of the children's department to attend their dinner and be honored for the Summer Reading Program/Ice Cream Party joint program we did this summer. Heather Nilsen attended in Gloria Abero's place.

A new story time schedule going well. Splitting the baby and toddler ages into two story times makes a huge difference and allows us to target activities to their age group. Moving the 3 to 6 year old story time from a morning time slot to 6:30 pm has greatly increased attendance as many in that age group are in daycare or preschool during the day.

As a way to continue celebrating our community's diversity, we organized in both libraries a Diwali craft program for children. Our page Parul Shah and her family donated traditional Indian food for this festival of lights that celebrates the new year in the Indian culture.

Since November was declared Native American Heritage Month by President George H. W. Bush in 1994, we are working on a timeline to display in the room, and offering in both libraries a special NAHM craft program.

We have started in October a new series of Girls who Code workshops in partnership with the Girls Who Code organization. This time the program aims to teach not only coding but the history of computers to girls 8 to 11 years old. The series will finish in December.

Gloria, Jennifer Rivera, and Monica Pineda attended the NJ State Library "Cross-Cultural Communicators in Libraries" one day workshop at Fairfield Free Public Library. It was the final stage of the training after five webinars we attended in the past months.

Heather attended the Youth Services Forum and felt there were several very good panels and keynote speakers this year.

Justine has been working with Book Nook coordinator Sue Tereski on publicity for the Book Nook's 20th Anniversary. Library Assistant Jillian Bielen created some attention-getting decorations for their store window and a banner for the front desk, as well as some book marks to give away. A press release went out and the Clifton Merchant and Post Eagle asked for photos to accompany the story.

Main outdoor walkway lights update: Since we were expecting work to have started or at least been scheduled by now, we reached out to the electrician. His follow up with the lighting supplier indicated that our order has not been shipped yet. He is putting pressure on them to get them in.

Landscaping: Through a combination of landscaper work and maintenance department effort, a lot has been accomplished over the past month. Terry's Garden in the front of Main has been cleaned out and cut back, as has the area in front of the community room wall. Two dead bushes were removed in front of the staff room, and the forsythias in the parking lot have been trimmed. Allwood also had trim work on some very overgrown bushes along the back of the building.

Assa Abloy was called in when one of the inside doors at Main would not close (of course, on the first day the temperature plunged and the wind kicked up). They fixed the broken arm, but let us know that the hinge needs replacing as it has become slightly bent and worn out over the years and the off-kilter door does not close completely. A quote is included in the packet for approval.

The chiller unit and two big air handlers at Main have been winterized.

At Allwood, temperature control in the community room has been an ongoing issue going back to before the renovation. The VAV box has communication issues – it is not speaking to the "brain" of the HVAC operation. We spoke to Garden State Mechanical, who advised us to speak with an automation company. This is in progress.

In the front of the Allwood Branch, staff noticed over the course of a few months that there are spots underneath the new carpeting that are soft or hollowed out. Maintenance carefully pulled up some carpet tiles to examine and found that the "patch" - masonry material applied to even out the existing floor before carpet goes down - is crumbling in some spots. It appears that it

never adhered properly to the concrete floor underneath. We reached out to the renovation contractor. At this point we're out of warranty in terms of getting the subcontractor back. We brought in Larry Rice, a tradesman we use from time to time, who thought that it might not be a simple fix depending on how widespread of an area the problem runs. We are in the process of getting a flooring specialist to come in.

Nick Alectoridis worked with Luca Manna, Executive Director of PALS Plus, on getting an electrical contractor to increase electrical feeds into the PALS Plus office. This work has been completed and the cost taken care of by PALS Plus.

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

Building and Grounds Committee

Fundraising Committee

Technology Committee

Following last month's Board meeting, the Director and office staff received final quotes for purchase of computers and monitors as well as licenses for Windows 10 and Microsoft Office 2016. After the Director's discussions with Rich and Pat, the Library will purchase of (36) Dell Optiplex 3070 CPUs with Windows 10 licenses and PALS Plus prescribed imaging and Dell 22" monitors on a payment plan of 5 annual payments, for a grand total of $33,950.75, below the Board-approved not-to-exceed of $35,000.

The Library discovered 49 Office licenses previously purchased that we can use; and Tech Soup approved Allwood as a separate location for us, meaning there's 50 more discounted licenses (of any type) we can purchase through them, for a total of 100. A combination of Windows 10, Office, and Access licenses through Tech Soup will come to $2,036, which is under the Board-approved NTE of $8,000. The Library might need to buy an extra few licenses to cover equipment such as Allwood's self-checkout machines, but that cost would be minimal.

Finance Committee

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

UNFINISHED BUSINESS

- Main Library roof project

NEW BUSINESS

- Proposed 2020 Holiday Schedule
- Proposed Winter/Spring 2020 Sunday Schedule
- Repair front door at Main

CONSENT AGENDA

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

1. Approve Minutes from October 2019 meeting
2. Accept resignation of Linda Nasta, Page, part-time, 10 hours per week, as of November 6 and the retirement of Anne Schapiro, full-time Supervising Library Assistant; as of January 1, 2020Approve Claims List dated November 20, 2019 in the amount of $67,134.96 and the Encumbrance List dated November 1, 2019 in the amount of $39,281.44
3. Approve moving forward with creation of bid documents for Main Library roof project by already-contracted architect George Held: Single ply TPO roofing membrane system on new insulation to code, replacement of skylights, new roof on garage
4. Approve Library Building Closures for 2020 as per attached)
5. Approve Winter/Spring 2020 Sunday Schedule open Jan 19 through May 17 except April 12 (Easter) and May 10 (Mother's Day)
6. Approve repair work (new hinge) on Main front door by Assa Abloy in the amount of $1,038.21

TRUSTEE COMMENTS

The Director said she would miss Anne Shapiro. Treasurer Ruggiero thanked Ms. Shapiro for her service to the Library.

The Trustees wished everyone a Happy Thanksgiving.

Trustee Kennedy noted that the sewer gas smell has returned to the Main Library rest room. Maintenance has found a service that may be able to address this issue.

On motion made by Ms. Polk and seconded by Mr. White, the Board, with all present being in favor, voted to adopt adjourn at 7:37pm.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel

Library Building Closures - 2020

January 1	Wednesday	New Year's Day
January 20	Monday	Martin Luther King Day
February 17	Monday	Presidents' Day
April 10	Friday	Good Friday
April 12	Sunday	Easter
May 10	Sunday	Mother's Day
May 23	Saturday	Memorial Day Weekend
May 25	Monday	Memorial Day
July 3	Friday	Independence Day (Federal holiday)
July 4	Saturday	Independence Day
September 5	Saturday	Labor Day Weekend
September 7	Monday	Labor Day
October 12	Monday	Columbus Day
November 11	Wednesday	Veterans Day
November 25	Wednesday	Close at 6pm
November 26	Thursday	Thanksgiving Day
November 27	Friday	Day After Thanksgiving
December 24	Thursday	Christmas Eve
December 25	Friday	Christmas Day
December 31	Thursday	Close at 5pm, New Year's Eve