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

The meeting was called to order at 7:01 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: Marianna Gozdz, Barbara Polk, Richard Ruggiero, Patricia Vasilik, Mayor James Anzaldi, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.

Absent: Margaret Kennedy, Tracy Sterni, David White, and Superintendent Dr. Danny Robertozzi.

MINUTES

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

PUBLIC COMMENT

DIRECTOR'S REPORT

Sydel Cohen and Christine Althawabta attended a series of classes on QuickBooks at PCCC.

Christine has been working diligently with PALS Plus staff on the computer upgrade project. Licenses were ordered, and PALS Plus worked on the imaging to provide Dell before the order was placed; they also gave Chris instructions for how to handle such a large quantity of equipment coming in (it will most likely arrive in batches, so that will help).

Following up on safety training during October's Staff Development Day, two members of the Clifton Police Department walked around the inside and outside of the Main Library with Nick Alectoridis and the Director to look for strengths and weaknesses in the building design in regards to safety during active situations. The officers will walk through Allwood with us at another time.

December is usually a slower month with patrons shopping and concerned with the holidays, but this year is different. We have been pretty busy supplying multiple book clubs with materials.

Our group study room has been extremely popular with medical and law students using it regularly to cram for exams.

A large-scale weeding project was finished concerning large print books and another continues with science fiction and fantasy. Weeding also continues in the 700's (Art) section. Displays for holiday food & enjoyment as well as winter crafting were completed.

The CCMS concert was a success with 150 people of all ages in attendance. A Financial Literacy program took place, and at Allwood, "Enjoying Shakespeare" was extended 3 more months. Operalogues wrapped up the season with 20 patrons.

On November 4, 21 teens and 8 parents attended the Communication Workshop for teens on choosing your career path based on your personality style. The next day 22 people attended the Financial Workshop on how to look for and apply for scholarships. Teen Librarian Khusboo Rana attended the LibraryCon Virtual Event (6 hours online) and learned about graphic novels and their appeal to school-age kids, what libraries are doing to plan their own comic cons, and how to access resources to build your own graphic novel collection in the library.

After the success of handing out donated books instead of candy on Halloween, the Children's and Circulation department worked together to repeat the activity on Thanksgiving, and again for the December holidays.

Our new therapy dog, Molly, was supposed to start at Allwood in December but due to health issues that had to be postponed. We are hopeful that Molly will be able to start Paws for Reading in January.

The Saturday Craft programs have had good attendance so far and so we will continue to run them once a month in the new year.

Library Associate Juliana Schicho visited the Jin-A Child Care Center preschool to read holiday stories from many cultures.

Children's Supervisor Gloria Abero worked with the children's librarian of the Totowa library to support her on her first Bilingual English-Spanish story time.

Thanksgiving Show – As every year, we offered a show in both libraries sponsored by the Estate of Eleanor Weisbrod. This time the performer was Ron Albanese, a local artist.

Native American Heritage Month – We celebrated the Native American Heritage Month in November. We did in both libraries craft programs, book displays and a special room display with a Native American timeline.

The Children's Department has been working with both Microsoft and 4-H of Passaic County to offer computer programs. Microsoft works in both libraries; 4-H only at Main.

In Tech Services, back orders in all departments are trickling in. The only new orders that have been placed have been for patron requests. We will limit and watch what is added each day to make sure there is a variety in all subject headings available for our patrons going out each day for the balance of December.

The advantage of our FASTips programs in all areas is that we will have best selling authors/and or series titles on our shelves for our patrons even though we are not placing direct orders!

Carol Loden is starting the process of contacting Baker & Taylor to cancel all security tags for adult books ordered from them. (There is no security system at Allwood and the one at Main is pretty much defunct.) We will probably set up for this to happen starting with new orders placed in the new year [2020]. This should save us well over $1,000 just on adult books alone.

In maintenance:

As previously approved, Assa Abloy came in to fix the inside front door at Main. It now closes fully.

The outdoor walkway lights at Main are taking longer than expected to arrive. As of 12/12, they are due to be shipped on 12/20 and come in by the end of December. Then the electrician can schedule the work with us.

I have been in touch with the architect for the roof project to let him know it's a go. They will be back in touch with us shortly to do another site walkthrough and confirm measurements before beginning the bid documents.

At Allwood, maintenance has been finding the new boiler off (on "lockout mode") in the morning a few times over the past month. It restarts on request and is fine when it's running. Garden State Mechanical suspected it was a gas pressure issue. We got in touch with the installer who confirmed this and replaced a small section of pipe to fix the problem.

There have been some slippery spots by the inside of the front and back doors at Allwood. We are purchasing some moisture-wicking floor mats to help alleviate the problem.

On Monday, December 2, we closed at 2:00 due to the snowstorm. Maintenance was able to get us cleaned up and opened on time the next morning.

Maintenance Supervisor Nick Alectoridis and I attended the City's Annual Exposure Control Plan Update Meeting on December 4.

<u>DONATIONS</u>

<u>Restricted:</u>

$ 20 for Books	In Memory of Rosanne Bregman from Carol Loden and Darlene Olenkewich
$1,000 for Books	In Memory of Janine Piela from Adele Piela
$2,900 for Museum Passes, Musical Programs and Juvenile Department	from FRIENDS of the Clifton Public Library
$94.66	Interest earned on EW Fund for juvenile programs
$75.00	From Bapu Rao Dharmapuri for use at Allwood

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

Building and Grounds Committee

Personnel Committee

On motion made by Mr Ruggiero and seconded by Ms Gozdz, the board with all present being in favor voted to go into executive session at 7:10 pm to discuss personnel and collective bargaining issues.

The Board reconvened at 7:22 pm. No action was taken in the Executive Session.

Fundraising Committee

Technology Committee

Finance Committee

The Board discussed the 2020 Library Budget and the Claims and Encumbrances List. Approval of 2020 Budget and the Claims and Encumbrances List were placed on the consent agenda.

UNFINISHED BUSINESS

- Main walkway lights

NEW BUSINESS

The Board discussed the following New Business:

- Pay to Play resolutions
- Cash Management Plan resolution
- PALS Plus Voting Representative and Alternate resolution
- Lease on public printer/copiers
- TruGreen contract renewal

CONSENT AGENDA

On motion made by Ms. Gozdz, seconded by Ms. Polk, the Board, on roll call vote approved the following consent agenda:

1. Approve Minutes from November 2019 meeting
2. Approve Personnel Agenda: Hire Caleb Galegor as Page, part-time, 12 hours/week, $11/hr (minimum wage as of January), start date TBD January 2020; Hire Douglas Walden as Sunday-only Librarian beginning 2020 as needed. Rate of pay is flat $160 per Sunday per union contract; Hire Daniel Parker as Sunday-only Librarian beginning 2020 as needed. Rate of pay is flat $160 per Sunday per union contract; Hire Antonella Barila as Sunday-only Librarian beginning 2020 as needed. Rate of pay is flat $160 per Sunday

per union contract; Promote Melissa Carrasco to Supervising Library Assistant, Provisional Full time, 35 hours/week Start date January 1, 2020; Salary of $48,410; Approve new salary scale for Supervising Library Assistant – Step 1 $48,410; Step 2 $50,031.74; Step 3 - $51,532.69; Step 4 - $52,975.61; Step 5 - $54,458.93; Step 6 - $56,083.75; Correct October Personnel Action so that Joyce Corey will work 31 hours over 2 week rotation instead of 12 hours per week.

3. Approve Claims List dated December 18, 2019 in the amount of $31,956.05 and the Encumbrance List dated December 1, 2019 in the amount of $69,448.36
4. Approve 2020 Budget
5. Approve Pay to Play resolutions for Ebsco Information Services, Baker and Taylor, LLC and Brodart Co.
6. Approve Cash Management Plan resolution
7. Approve Resolution appointing PALS Plus Voting Representative and Alternate.
8. Approve lease agreement for three public printer/copiers – Kyocera CS-3253Ci MFP, 60 months @ $415/mo. – through ProCopy (State Contract)
9. Approve renewal of TruGreen contract

TRUSTEE COMMENTS

The Trustees wished everyone a Happy Holidays.

On motion made by Ms. Vasilik and seconded by Ms. Gozdz, 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