APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
FEBRUARY 19, 2020

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, David White, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.
Absent: Marianna Gozdz, Mayor James Anzaldi and Superintendent Dr. Danny Robertozzi.

ELECTION OF OFFICERS

Library Counsel assumed the chair for the purposes of conducting the election of officers.

Ms. Polk nominated Richard Ruggiero for President. The nomination was seconded by Ms. Kennedy. Ms. Sterni nominated Patricia Vasilik for President. The nomination was seconded by Mr. White.
Ms. Vasilik elected as President on roll call vote as follows:
Margaret Kennedy - Ruggiero, Barbara Polk- Ruggiero, Richard Ruggiero - Vasilik, Tracy Sterni - Vasilik, Patricia Vasilik - Vasilik, David White – Vasilik.

Mr. Ruggiero nominated Barbara Polk for Treasurer. The nomination was seconded by Ms. Kennedy. Ms. Sterni nominated Richard Ruggiero for Treasurer. The nomination was seconded by Ms. Vasilik.
Mr. Ruggiero elected as Treasurer on roll call vote as follows:
Margaret Kennedy - Ruggiero, Barbara Polk - Ruggiero, Richard Ruggiero – Polk, Tracy Sterni- Ruggiero, Patricia Vasilik - Ruggiero, David White - Ruggiero.

Ms. Sterni nominated Midge Kennedy for Secretary. The nomination was seconded by Mr. Ruggiero
Ms. Kennedy elected as Secretary on roll call vote as follows:
Yes - Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Patricia Vasilik, David White. No – None.

President Vasilik assumed the chair for the remainder of the meeting.

MINUTES

There were no corrections suggested by the Board. The minutes will be listed on the consent agenda for approval.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director highlighted the following portions of her written report

PALS Plus used Clifton as the site for Beta Testing for the new SMS text messaging feature for patrons. The text messages will tell you when your items are about to be due and when your holds are available for pickup. Once it is available to patrons, it is not automatic or forced - patrons will need to opt-in.

The circulation department at Main created an eye-catching seasonal display using books to create a faux fireplace behind the circ desk and printed out pictures of well-known authors to put on the "mantel." Patrons could submit guesses as to who each one is in a Who's Who of Authors contest, which patrons thought was fun.

Planning is underway for the volunteer luncheon, which will be held on Sunday, April 26. They are also planning events for National Library Week/National Volunteer Week (April 19-25).

Due to the success of City Green's Veggie Mobile visits to Allwood last year, they've decided to increase their visits to once a month from June-October this year. Barbara Altilio is our liaison and is working with them now on scheduling and PR.

A new Adult Crafting class at Allwood has had steady attendance. Adult craft programs have been a trending theme in library programs amongst the local libraries and we're trying to branch out on this topic.

Planning for Makers Day is in the works for the afternoons of March 20 and 21.

The comic books for Free Comic Book Day in May have been ordered so we will be able to once again hand out free comics to our patrons of all ages.

Barbara is in the initial stages of planning a Halloween Costume swap for our patrons. The concept is that people bring in used costumes still in good condition and swap it for another one instead of buying new costumes every year for their growing children.

Kathy Grimshaw of the Reference Department installed a Federal tax display with forms in the lobby and made a reproducible booklet for the NJ state forms. She updated the magazine displays to reflect our current subscriptions and made new labels for them. She updated the flyer

"Where Can I Learn English?" in English and Spanish, giving it a more modern cover. She also updated the guide listing Government officials.

Vivian Ungerleider used the ActivPanel with her January 28 program Estate Planning & Asset Protection. The presenter was thrilled, as were the individuals that attended. The Enjoying Shakespeare series continues at Allwood. PAWS for Reading resumed at Allwood after the loss of beloved therapy dog Heidi. Viv also created four new book displays upstairs including… winter sports, parenting, personal finance and life lessons.

Khusboo Rana weeded the YA fiction/graphic novel collection along with the foreign language books. She has scheduled some 2020 teen programs, including a basic technology workshop; a leadership board game; YOUTHMAX, which is a workshop for building positive self-image and deals with bullying and failure; and the ever-popular free college prep seminar.

Justine Tomczak and other directors from PALS Plus met with a Government Account representative from T-Mobile regarding their Wireless Hotspot program, in which patrons can check out hotspots for use anywhere in the U.S. Such a lending program can help bridge the digital divide for patrons who are economically disadvantaged, in unstable living situations or face other challenges that stem lack of internet service in our digital times. I am gathering more information for consideration.

In the children's department, Library Associate Juliana Schicho, Librarian Heather Nilsen and supervisor Gloria Abero attended the Census training for libraries promoted by the NJ State Library.

Regularly scheduled children's winter programs started mid-January will run until March 31st in both libraries. In addition, there have been some special programs so far:

-Lunar New Year – Following our commitment to celebrating Clifton's diversity, Heather brought the Lunar New Year program to the Main Library with an explanation about the Chinese calendar, stories, and craft. We had full registration and attendance.

-Valentine's craft and snack – We had a successful Saturday Valentine craft as well as a Healthy Snack with ShopRite program. Both programs had full registration and attendance.

-Spanish Story Time – We decided to try this program on Saturday instead of a weekday and had a better turnout, so we are going to keep offering it once a month.

In the gallery of the Main Library, the children's department set up a display about African American contribution to the history and culture of New Jersey, stretching from colonial times to modern day.

Staff from all departments are active on various PALS Plus committees, and as we have multiple spaces in which to meet we often host. I am glad that staff takes interest in the consortium and helps shape policies and activities.

After an initial schedule change for the emergency carpet work at Allwood, the repair went relatively well in that they didn't have to go much beyond where they guessed they had to, and they finished in the time estimated. The problematic areas are stable again.

A majority of the staff attended harassment awareness training along with other municipal employees at City Hall on January 28 and 29. A few staff members who missed the first round will be attending an upcoming makeup session.

The outdoor walkway lights at Main have finally been installed and are functional. Now we need to replace ballasts and protective covers on some others that have gone out.

Our parking lots, especially at Main, are in need of attention. The Director understands that repaving is listed on the City's long term capital improvements schedule, but in the meantime, The Director reached out to DPW to ask for pothole repair and line repainting They have put it on their current to-do list.

DONATIONS

Unrestricted:

$ 14.96	Canister

Restricted:

$ 494.46 for Books	Scholastic

Restricted – DEPARTMENTAL:

$94.66	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

Building and Property Committee

Planning and Policy Committee

The committee presented a policy for Children's Room Use. The Board discussed the policy, agreed to a revision to the proposed policy. The Board added the policy as revised to the consent agenda for approval.

Technology Committee

Fundraising Committee

Finance Committee

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

Personnel Committee

The Board discussed the resignation of Management Specialist. To replace the Management Specialist, the Director recommended that the Library adopt the Administrative Clerk title. The Director proposed a salary scale for the Administrative Clerk title. The Director recommended the hiring of 2 part-time Library Assistants. There was no discussion regarding these hires.

UNFINISHED BUSINESS

The Director reported that she has been working on the NJ Library Construction Bond application process. She met with representatives from Bruno Associates to go over the requirements for the application and attended the technical assistance webinar provided by the State. She also had a meeting with project architect George Held to go over the process and discuss the possibility of getting quotes on additional work – replacing ceiling tiles and damaged wallpaper – that might also qualify for the grant money.

NEW BUSINESS

The Board discussed the following items of new business:

- Ceiling tile and wallpaper replacement study proposal from George Held. The contract with Mr. Held was added to the consent agenda.
- 2020-2021 Board meeting schedule. The consensus was to have the holiday dinner in April and that meeting should start at 6pm.
- HVAC annual maintenance contract. The director explained the need for a separate maintenance contract for the Main Library chiller. Daikin submitted a proposal for a three year maintenance contract. The director received two quotes for HVAC maintenance for both the Main Library and the Allwood Branch. The quote from Garden State Mechanical was substantially lower and within the bid threshold.
- PALS Plus Shared Services Agreement

CONSENT AGENDA

On motion made by Trustee White, seconded by Trustee Polk, the Board, with all present voting in favor, approved the following consent agenda

1. Approve Minutes of January 15, 2020 meeting
2. Approve Children's Room Use Policy attached to these minutes.
3. Approve 2020 Claims List dated February 19, 2020 in the amount of $76,541.08; 2019 Claims List dated February 19, 2020 in the amount of $921.76; and the 2019 Encumbrance List dated February 1, 2020 in the amount of $43,115.56; 2020 Encumbrance List dated February 1, 2020 in the amount of $3,950.16.
4. Approve the following Personnel Agenda items: Hire Christopher Peltyszn as Library Assistant, part-time, 12 hours/week, $16.28/hour, start date February 24 no background check needed; Hire Rachel Saborio as Library Assistant, part-time, 12 hours/week, $16.28/hour, start date February 24, no background check needed; Accept, with regret, the resignation of Sydel Cohen, Management Specialist last day will be February 28; Approve use of Civil Service title Administrative Clerk as will be a confidential position within the business office; Approve salary scale for Administrative Clerk title: Step 1 $48,750; Step 2 $50,895; Step 3 $53,100; Step 4 $55,692; Step 5 $58,453; Step 6 $61,282
5. Approve Contract with George Held Architects per proposal dated February 14, 2020
6. Approve HVAC maintenance contract with Garden State Mechanical in the amount of $10,650

7. Approve Main Library chiller maintenance contract with Daikin for three years beginning March 1, 2020 in annual payments as follows- $4,840, $4,986, $5,135 contract to contain an annual cancellation clause or be subject to annual appropriation
8. Approve 2020-2021 Board meeting schedule as attached to these minutes.
9. Approve PALS Plus Shared Services Agreement and Resolution

TRUSTEE COMMENTS

Everyone wished Ms. Cohen the best of luck in her new position. All agreed that she will be missed.

Trustee Kennedy suggested that the Library look into adding landscaping at the Allwood Branch to enhance the aesthetics of the exterior.

On motion made by Ms. Sterni and seconded by Mr. Ruggiero the Board, with all present being in favor, voted to adopt adjourn at 8:25 pm.

Respectfully submitted
Michael A. Cerone, Jr
MICHAEL A. CERONE, JR.
Library Counsel