APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
JANUARY 15, 2020

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: Marianna Gozdz, Tracy Sterni, Richard Ruggiero, Patricia Vasilik, David White, Mayor James Anzaldi, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.

Barbara Polk arrived at 7:07 pm during the Building and Grounds report.

Absent: Margaret Kennedy, and Superintendent Dr. Danny Robertozzi.

MINUTES

There was one change to the minutes. The name of the trustee who seconded the motion to adjourn as trustee Gozdz. The minutes as corrected were added to the consent agenda.

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

The new computers have been ordered. It will take several weeks for them to come in. Meanwhile, staff will be preparing remaining computers for upgrades by deleting or transferring unnecessary files, noting which apps or programs are not part of PALS Plus that they will need to reinstall afterwards, noting or backing up internet bookmarks and favorites, noting where each computer needs to be connected for printing, etc.

Anne Schapiro has retired and Sydel Cohen and the Director have been working with new circulation supervisor Melissa Carrasco to get her situated in her new role.

On Sunday, January 12, a staff member will represent the library at a Volunteer Fair at the Boys & Girls Club (it runs between 2:00 – 4:00). We were invited as they intend to present opportunities for volunteer work with nonprofits in the community.

DONATIONS

Unrestricted:

$ 60.00	In memory of Linda McCoy and Joyce Sunshine from Justine Tomczak
$ 25.00	In memory of Linda McCoy from Thomas Charsky (via PayPal)
$ 43.35	Canister
$ 250.00	From William Argondona (via PayPal)

Restricted:

$ 25.00 for Books	In honor of Adele Piela (Christmas gift) from Mr. & Mrs. Richard Szewczyk
$1,000.00 for Books	In honor of staff and library board from Adele Piela

Restricted – DEPARTMENTAL:

$91.60	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

Building and Grounds Committee

At Allwood the new tile floor has become extremely slippery at times. The tiles are between front door and the circulation desk. It was suggested that we wet mop the tiles after cleaning. We will try this.

There is also a problem with the carpeted areas. The carpet itself is fine, but certain areas have become concerningly uneven – we actually have an orange construction cone over one spot. When we pulled up one carpet tile to inspect underneath, we found that the patchwork is coming apart. Commercial Interiors Direct, the company that did the Main Library carpeting project recommends as an emergency fix pulling up the carpeting, cleaning it and reattaching the carpet. The quote for this work is $1,933.99. This contract was placed on the consent agenda.

Personnel Committee

Fundraising Committee

The committee suggested looking into a “Charity Buzz” as a fundraiser. The Director will bring this idea to the Friends of the Library.

Technology Committee

Finance Committee

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

The first round of the New Jersey Library Construction Bond grant cycle has just been announced. The Director reviewed the procedures and discussed making an application for a grant for the new roof for the Main Library. On motion made by Mayor Anzaldi and seconded by Trustee White, the Board, with all present voting in favor, adopted a motion to have the Director consult with Bruno and Associates for the purpose of submitting an application for a New Jersey Library Construction Bond Grant.

UNFINISHED BUSINESS

- The Director updated the Board on the status of the Main Library walkway lights

NEW BUSINESS

The Board discussed the following items of new business:

- Pay to Play resolution
- MetLife retirement plan taken over by Brighthouse
- $1,000 for National Volunteer Week and Volunteer Appreciation gathering
- Fine-free discussion – The Board discussed alternatives to eliminating fines such as periodic amnesties, limiting fine free borrowing to children and changing the automatic block to borrowing privileges from $5 in fines to $10 in fines. The Director will report on the amount of fines paid by children versus the amount paid by adults

CONSENT AGENDA

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

1. Approve Minutes from December 2019 meeting as revised
2. Approve Contract with Commercial Interiors Direct in the amount of $1,933.99 to repair carpeted areas at the Allwood Branch
3. Approve 2020 Claims List dated January 15, 2020 in the amount of $14,822.50; 2019 Claims List dated January 15, 2020 in the amount of $30,077.25; and the 2019 Encumbrance List dated January 1, 2020 in the amount of $49,963.01
4. Approve Pay to Play resolution
5. Approve Brighthouse as retirement plan administrator
6. Approve $1,000 for National Library Week and Volunteer Appreciation gathering

On motion made by Ms. Vasilik and seconded by Ms. Gozdz, the Board, with all present being in favor, voted to adopt adjourn at 7:53 pm.

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