APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAIN LIBRARY
292 PIAGET AVENUE, CLIFTON, NJ
MARCH 18, 2020

The meeting was called to order at 7:02 P.M. by President Patricia Vasilik. 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: Richard Ruggiero, Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.
Present via Conference Call: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Tracy Sterni, David White.
Absent: Mayor James Anzaldi and Superintendent Dr. Danny Robertozzi.

MINUTES

President Vasilik noted a typo in the Director's report and asked that the word "repaving" be changed to "repainting". There was no objection. On motion made by Mr. Ruggiero and seconded by Ms. Gozdz, the minutes of the February 19, 2020 meeting were approved on roll call vote with all present voting in the affirmative.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director discussed the issues the Library has been facing as a result of the coronavirus pandemic.

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

Building and Property Committee

Planning and Policy Committee

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. The committee noted that the Investor's Bank CD has been reinvested for 9 months.

Personnel Committee

The Board discussed the hiring of Christine Althawabta as Administrative Clerk. The Director noted that Ms. Althawabta responded to the Rice Notice and asked for the discussion to be in public. The Director recommended the hiring of 2 part-time Library Assistants. There was no discussion regarding these hires. The Personnel agenda was placed on the consent agenda.

UNFINISHED BUSINESS

The Director discussed the possibility of conducting a special meeting on April 1 to approve revised application for Library Construction Bond Act Grant. It is unknown if the State Library would extend the April 6 deadline. The Director will plan on having the special meeting on April 1 unless the grant deadline is extended.

NEW BUSINESS

The Board discussed the following items of new business:

- The Director recommended that ChemDry be awarded the contract for carpet and tile cleaning for Main Library and that EcoDry be awarded the contract for carpet and tile cleaning for Allwood Branch.
- The Anxiety and Depression Initiative wants to use the Community Room for CPR training however they need to charge participants. The Library's policy allows the Board to waive the ban on charging for use of the Community Room. The consensus of the Board was to table the request.
- The Director noted that the Library currently has a third-party vendor supply electricity. This contract had been negotiated by the City of Clifton. The contract comes due in September. The City is currently in discussions about a new contract. The Director wanted the Board to be aware that this is occurring. No action was taken.
- The Director noted that staff is working at home, though there isn't much to do at home since the Library is largely a service enterprise. The Director passed along the thanks of the staff for closing the Library.

CONSENT AGENDA

On motion made by Trustee Ruggiero seconded by Trustee Polk, the Board, on roll call vote with all present voting in favor, approved the following consent agenda

1. Approve 2020 Claims List dated March 18, 2020 in the amount of $32,157.20; the 2019 Encumbrance List dated March 1, 2020 in the amount of $13,761.53; and the 2020 Encumbrance List dated March 1, 2020 in the amount of $7,337.34.
2. Hire Diana Dominguez Tapia as Page, 12 hours/week, $11.00/hour. Start date dependent on background check results and reopening after COVID-19 emergency closure; Hire Jessica Santana as Page, 12 hours/week, $11.00/hour. Start date dependent on background check results and reopening after COVID-19 emergency closure; Promote Christine Althawabta to Administrative Clerk, Provisional Full time, 35 hours/week, start date March 23, 2020, salary of $55,692 on the fourth step of the salary scale.
3. Approve contract for carpet and tile cleaning at Allwood with EcoDry for a total of $1,889, and contract for carpet and tile cleaning at Main with ChemDry for a total of $3,549

TRUSTEE COMMENTS

President Vasilik congratulated Ms. Althwabata on her promotion. All trustees welcomed Mr. Charsky to the board.

On motion made by Mr. Ruggiero and seconded by Ms. Polk by the Board, with all present being in favor, voted to adopt adjourn at 7:29 pm.

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