APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
MAY 20, 2020

The meeting was called to order at 7:01 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 posted on the Clifton Public Library Website, on the Clifton Public Library social media and filed with the Clifton City Clerk.

Present: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.

MINUTES

On motion made by Ms. Polk and seconded by Mr. Ruggiero, the minutes of the April 15,2020 meeting were approved on roll call vote. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the meeting. On motion made by Mayor Anzaldi and Seconded by Trustee Gozdz, the Board with all present being in favor, voted to close the Public Comment portion of the meeting closed.

DISCUSSION REGARDING PHASED REOPENING OF LIBRARY SERVICES

John Biegel, Clifton Health Officer joined the meeting to discuss the possible reopening the Library. The Board discussed the Outline for Reopening dated May 14, 2020 prepared by staff and presented to the Trustees by the Director. The Director noted that currently there are over 18,000 Clifton items currently out on loan. For this reason, the Director has recommended that the Library begin reopening by taking return of materials without opening to the public.

Per Mr. Biegel, the City will be focusing on personal hygiene, disinfection, social distancing and monitoring employees. The Board discussed the various methods of disinfecting materials, the need for PPE and other materials and equipment that may be needed. Mr. Biegel suggested having a video for employees that demonstrates how to wash your hands and have staff wash their hands on a regular basis during the day.

Trustee Kennedy moved approval of the May 14, 2020 Plan for Reopening as presented to the Board. The motion was seconded by Trustee Polk. The motion was approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

The Director discussed the work being done by Library staff as the Library continues to be closed due to the Executive Order issued by Governor Murphy in the face of the coronavirus pandemic.

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated May 1, 2020 and the Claims List dated May 20,2020.

The Director noted that as a result of closing, revenues from fines, the Book Nook and photo copier have been reduced. The Library has been able to reduce expenses by not having to hire special police officers for security. In addition, there are budgeted items for conferences, volunteer week, programming for children and adults will not be spent. A decision was made to not renew a subscription service. There are two open positions that have not been filled in the table of organization. At this time, the Director noted that it appears that the loss in revenue will exceed operational savings.

On Motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote approved a hiring freeze through September 1, 2020. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote approved the Encumbrance List dated May 1, 2020 in the amount of $41,824.76; and Claims List dated May 20, 2020 in the amount of $20,050.73. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

In connection with the Library Construction Bond Act Grant application, the Director discussed the need for replacing ceiling tiles and wall coverings in addition to replacing the roof. The Director suggested that the application for the Library Construction Bond Act Grant include the work for all these items. On motion made by Trustee Polk and seconded by Trustee Gozdz, the

Board on roll call vote approved the Resolution Authorizing Application for Library Construction Bond Act Grant for the replacement of roof, ceiling tiles and wall coverings for the Main Library at a total project cost of $818, 492 and a grant request in the amount of $409,246. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Polk and seconded by Trustee Sterni, the Board, on roll call vote, approved the following timeline for the work to be done if the Library is awarded the Library Construction Bond Act Grant

Roof	
Start Design	January 2021
Start Construction	May 2021
Complete Work	September 2021

Ceiling Tiles	
Start Design	July 2021
Start Construction	October 2021
Complete Work	January 2022

Wall Coverings	
Start Design	March 2022
Start Construction	June 2022
Complete Work	December 2022

Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Resolution Authorizing Intent to Match a Grant Award from the New Jersey Library Construction Bond Act and Exhibit C Certification Statements. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

The Director recommended that the Library contract with AEP Energy for the supply of electricity as the offered contract price represents a savings over the rate which the Library is currently paying. On motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote, approved a contract with AEP Energy for Electricity for 36 months beginning October 2020 at a cost of $.10686 per kilowatt hour. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board discussed the need for repair work on the Main Library HVAC chiller system. The consensus was to move forward with repairs and because of budget concerns put off the installation of an interface panel which would alert staff to problems when they occur. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero the Board, on roll call vote, approved a contract with D&B to perform the following work - Safe off chiller as required, perform leak check of refrigeration systems and repair any minor refrigerant leaks found, provide and install up to 25# of additional R410a to "top off" both circuits, repair damaged insulation on suction line caused by animal damage during off season at a cost of $2,257.00 and to revisit in September the issue of installation of a remote Human Interface panel inside the Mechanical Room for remote access/control of the chiller. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Ruggiero and seconded by Trustee Gozdz the Board with all present being in favor voted to adjourn the meeting at 8:45pm.

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