APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JUNE 17, 2020

The meeting was called to order at 7:03 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, 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.
Absent: Marianna Gozdz, Margaret Kennedy

MINUTES

On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the May 20, 2020 meeting were approved on roll call vote. Vote Yes: Thomas Charsky, 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. President Vasilik declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

Maintenance staff continues taking care of routine building and grounds maintenance. DPW crew members have repainted the lines and replaced the handicap parking signs at the Main Library and have Allwood on their list. DPW has also been notified of trees that need attention (trimming or removal) at Main.

Reference and circulation staff continued fielding patron questions, providing instruction on digital resource use, and signing new patrons up for temporary library cards. The Children's department continued virtual programming in June (normally they would stop to do school visits) and is planning for summer programs. They, along with the Teen department, have been working with school language arts supervisors Valerie Kropinack and David White on modified summer reading lists. Tech services has been checking in with vendors to see how and when they are processing and shipping new orders. A few of us virtually met with a representative from Overdrive to discuss participating in their Advantage program. The Library has access to a shared digital collection through PALS Plus; joining the Advantage program allows us to select and purchase more titles

that will be available to Clifton patrons only, with the option to share with the consortium at a later time.

With statewide delivery not resuming any time soon, PALS Plus will use our Main Library as a hub for a temporary internal delivery system. We have the space, and since PALS Plus staff is in our building, they will be the ones coordinating everything. A bonus for us is that we will not have to travel elsewhere to do pickups and deliveries – just wheel cart down the hall!

The NJ Library Construction Bond Application was submitted on June 1. Now we are in a waiting game, unsure of whether the original timeline for the review and awards process is still in place.

DONATIONS

Restricted:

$1,000 for books From Adele Piela in memory of Hilda Piela and Bertha Szewczyk

Restricted – DEPARTMENTAL:

$67.36 Interest earned on EW Fund for juvenile programs

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.

On Motion made by Trustee Ruggiero and seconded by Trustee Sterni the Board, on roll call vote, approved the Encumbrance List dated June 1, 2020 in the amount of $53,556.21; and Claims List dated June 17, 2020 in the amount of $14,362.01. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

The Board discussed the possibility of extending the time for employees to take their 2020 vacation leave. The Board discussed allowing employees to carryover 3 additional days in addition to the 3 days allowed by contract and to use the additional 3 days in the first 3 months of 2021. The Director will discuss this with representatives of CWA and report back at the July meeting.

UNFINISHED BUSINESS

The Board discussed the process of reopening the Library. PPE has been ordered and some PPE has started to arrive. The Library is obligated to supply a basic mask to employees but they can wear their own. Gloves, hand sanitizer, bleach, are all on order as are face shields for those who have a problem with mask as wells as for those that need an additional covering. Thermometers

are on order. The Library will be reimbursed for the cost of these supplies out of CARES Act money which has been distributed to the City of Clifton. A plumber will be engaged to install touchless faucets and new water fountains and the cost of this work will also be covered by CARES Act resources. As further protection for staff and patrons, the Library is looking at installing self-checkout for Main Library to compliment the self-checkout at Allwood. The Director has meet with a vendor for the installation of sneeze guards for circulation, reference, etc. Because of the layouts of the counters in these departments, these need to be custom built. The Director is waiting on a quote before ordering. Library is working with City QPA on these issues.

Book return bins will be open beginning on June 22-June 26 9a-4p and again June 29-July 2 during the same hours for return of books. This restricted schedule allows for maintenance staff to be on hand for frequent empyting to prevent overflow. Staff will return to the buildings on June 26 and curbside pickup will begin the week of July 6 for Clifton card holders only with a limit of 15 holds and 15 checkouts at one time limited to items in Clifton's collection.

There is no timetable for opening the Library's doors for the return of the public. The Director will consult with the Fire Department on building limits.

The Board discussed amending the Patron Behavior Policy to require all patrons to wear masks. The Director will bring a proposal to the July meeting.

The Mayor suggested that the Library hire a special police officer for the first few days the Library opens to the public.

NEW BUSINESS

The Director noted that there will be a need for lawn signs to direct patrons once the buildings are open to the public. The Mayor noted that the County is offering to make signs at no cost. The Director asked for approval to purchase signs from Signarama at a cost not to exceed $1500. On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board on roll call vote gave the Director the authority to purchase signs from Signarama at a cost not to exceed $1500 only if the County cannot make the necessary signs. The motion was approved on roll call vote. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director noted that some staff members do not have adequate home computers to work remotely on Library business. The Director proposed the purchase of 5 HP laptops at a total cost of $2,499.95. On Motion made by Trustee Ruggiero and seconded by Trustee Polk the Board, on roll call vote, approved the purchase of 5 HP laptop computers at total cost of $2,499.95. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Several trustees complimented the Director and staff on the good work they are doing during these difficult and challenging times. Trustee Sterni wished everyone a Happy 4th of July.

On motion made by Trustee Ruggiero and seconded by Trustee Charsky the Board with all present being in favor voted to adjourn the meeting at 8:00 pm.

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