APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JULY 15, 2020

The meeting was called to order at 7:00 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. Marianna Gozdz joined the meeting at 7:04 pm during the Director's Report.
Absent: Margaret Kennedy

MINUTES

On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the June 17, 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

The Governor allowed curbside pickup at libraries as of June 15 and opening to the public with limited (25%) capacity as of July 2. Library administrators were not given advance notice of these dates and only found out when the Governor announced them to the public.

Within PALS Plus, member libraries are all on different timetables for restarting services. Factors such as procurement of personal protective equipment (PPE) and cleaning supplies, staff situations, reworking the setup of public and staff spaces to include sneeze guards and partitions, availability of maintenance staff to cover increased cleaning procedures, the presence of COVID in the community, etc. all affect decision making.

The roof at the Main Library continues to leak; the storm of July 6 was particularly bad. One of our new computers got damaged. It is believed that it is covered by warranty and PALS Plus is helping us work with Dell on the situation.

On July 6 and 7, the alarm panel at the Main Library kept going off. An inspection by Totally Secure determined that it was fried. They were able to get replacement parts and returned on July 9 to install, and July 10 to test.

On July 13, Garden State Mechanical came in to troubleshoot air conditioning not working in part of the building. It was determined that the chiller unit is fine but that the motor on one of the return air fans inside the building was not working. The motor was restored to service however they informed us that it will probably need replacement and will be getting us a quote.

In June, the Community Foundation of New Jersey reached out to see if any of the Library's funding needs matched a particular anonymous donor's intentions. We had phone conversations and email exchanges. The Foundation did not make clear whether our current needs are what they were looking to fund but information was provided to them nonetheless in the hopes that they would consider us.

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

The Director presented proposed revisions to the Rules and Regulations Governing Patron Behavior on Library Premises.

On motion made by Trustee Ruggiero and seconded by Trustee Polk, the revised Rules and Regulations Governing Patron Behavior on Library Premises was approved on roll call vote. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated July 1, 2020 and the Claims List dated July 15, 2020.

On Motion made by Trustee Ruggiero and seconded by Trustee Sterni the Board, on roll call vote, approved the Encumbrance List dated July 1, 2020 in the amount of $28,214.83; and Claims List dated July 15, 2020 in the amount of $73,898.48. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

Pursuant to direction from the Board at the June 17, 2020 meeting, the Director discussed with CWA the proposal to allow full time employees to carryover 3 additional vacation days in addition to the 3 days allowed by contract (with a proration for part timers) with the

understanding that the employees must use the additional 3 days (or prorated time) in the first 3 months of 2021. This would not apply to employees who do not return to work once the Library reopens. CWA asked that the library consider on a case-by-case basis anyone who could justify why they should be allowed more than 3 additional days. On Motion made by Mayor Anzaldi and seconded by Trustee Polk the Board, on roll call vote, approved allowing full time employees to carryover 3 vacation days (with a proration for part timers) in addition to the 3 days allowed by contract and to use the additional 3 days in the first 3 months of 2021 and if an employee requests carrying over more than this additional time that such request would be presented to the Board of Trustees for Approval. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director reviewed progress to date on the reopening plan.

Maintenance staff opened the outdoor return bins for the return of materials on Monday, June 22. A set schedule was used to allow maintenance staff to frequently empty them and prevent overflow.

Other staff returned to work inside the buildings on Friday, June 26. From that date through July 2, full time staff came in a minimum of 9 hours and part timers a minimum of 6 hours as a way to ease into re-entry after lockdown, learn new safety protocols and understand new procedures for their workflow. Returned materials that had been quarantined for at least 3 full days were processed.

Staff was then expected to work at least half of their normal hours the week of Monday, July 6. They were scheduled anywhere between 9-6 Monday and Wednesday-Friday; 9-9 Tuesday; and 9-3 Saturday. Return bins were open until a half hour before those times ended.

The Library began Phase 2: Lending of Materials through contactless pickup that week as well. Pickup windows of time were limited based on staff capability each day. The demand was huge; hold pick lists were lengthy, and the materials that were coming back already had holds on them. Phones rang off the hook. All messages about holds were made via phone since pickup times needed to be arranged.

Staff returned to their full schedules the week of Monday, July 13. Between vacancies, a few staff members not coming back right away, and vacations, overcrowding is not a concern.

Staff has been busy guiding patrons through digital resources, and with the onset of summer there has been an increase in requests for temporary library cards.

PALS Plus has made some adjustments – and then more adjustments – to the agreements regarding extension of library card privileges, limits on holds and checkouts, and interlocal borrowing.

With statewide delivery not resuming at this time, PALS Plus is using our Main Library as a hub for a temporary internal delivery system. They have been coordinating all of the pickups and drop-offs.

The Children's and YA staff have been working diligently on virtual summer reading programs. The state provided an online system called READsquared on which staff first needed to be trained to learn how it works, and then spent time customizing it. In addition to logging their reading time, kids can play games and participate in challenges. Staff is also working on their own virtual programs and story times.

City Hall is working with Primepoint to install a new clock in system, including in the library; an ID card that taps a reader device will replace the hand scan equipment. Until this change can be made, employees can clock in and out from their desktop or by logging in to their account on their cell phones.

The Library continues to work towards reopening the doors to the public. The Director has been working with the fire department to establish capacity counts.

The Library received an email from the State Library regarding State Aid requirements. They acknowledged that even after lockdown, libraries are and will continue to be operating with reduced hours and less materials and therefore have suspended the minimum requirements for Hours Per Week, Days Per Week, Weekends, Evenings, Total Employees, Professional Employees, Volumes, and Volumes Purchased.

After reopening, the Director reported that the Allwood Branch checked out 720 items to over 200 patrons. No data was available for Main Library.

NEW BUSINESS

The Director reported that despite assurances given at the time, the Library was unable to purchase the Dell PCs approved by the Board at the June meeting. She was able to complete the purchase with another vendor at a small increase in cost.

Pursuant to the Board's direction at the June meeting, the Director contacted Passaic County regarding the fabrication of outdoor A-frame lawn signs. The County stated there would be a cost for materials and that it would take some time. The Director ordered the needed signs from Sign A Rama which reduced the price from their quote

The Director presented a resolution authorizing emergency purchases which resolution was recommended by the City of Clifton Qualified Purchasing Agent. The Board discussed the resolution. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board on roll call vote approved the Resolution Authorizing Procedures for Emergency Purchases. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director reviewed efforts by staff to obtain sneeze guards. Apple Rock installed guards at City Hall. The Director noted a 4-6 week production time. The Board reviewed the quotes from Apple Rock and Glass Guru. On motion made by Trustee Polk and seconded by Trustee Charsky, the Board on roll call vote authorized the Director to contract with Apple Rock for the installation of sneeze guards as set forth in its proposals dated June 24, 2020 and June 30, 2020. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik asked the Director to extend to the staff the Board's thanks for their hard work as the Library becomes operational.

On motion made by Trustee Gozdz and seconded by Trustee White the Board with all present being in favor voted to adjourn the meeting at 8:03 pm.

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