APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
AUGUST 19, 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, 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.
Absent: Marianna Gozdz

MINUTES

On motion made by Trustee Charsky and seconded by Trustee Sterni, the minutes of the July 15, 2020 meeting were approved on roll call vote. Vote Yes: Thomas Charsky, 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 Polk, the Board, on roll call vote, approved closing the Public Comment portion of the meeting. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

Contactless pickup of materials continues at the Library. The Library is now allowing other PALS Plus cardholders to place holds and pickup, though with smaller limits than Clifton cardholders.

Materials that were out during the shutdown were due back July 31. The Library publicized the return date and there was an uptick in returns. The statewide delivery vendor cleared out its warehouses, so more items found their way home, while others continued on to libraries borrowing through interlibrary loan. PALS Plus will be running reports to see how much is still out from the spring. Statewide delivery does not yet have a date for resuming services.

Staff is working hard to brainstorm and implement "value-added" services and upselling techniques to encourage more checkouts and reference questions. The Library has started to experiment with small-scale outdoor browsing.

Virtual programming continues as well. During the summer, the Children's department refined its offerings based on statistics and feedback. For example, they discovered that baby story times and toddler story times do better as prerecorded programs, while programs for the school-age kids were better live. They have also begun obtaining and analyzing statistics from their YouTube channel. Computers are the most popular devices to watch these videos on, followed by phones, with some views through television. Traffic seems to spike when the Children's Department sends out email to their lists, so they will keep that in mind for future publicity. The teen department also offered programs.

For adults, author and pro organizer Jamie Novak will present a virtual program on clearing the clutter on Thursday, 8/27 at 4:00 pm. She has done in-person programs for us in the past. The Library is continuing to work with SCORE by connecting their clients with L2B – Libraries to Business, a collaborative statewide effort to connect businesses with library resources.

Employees received new timecards and new touchless reader devices to replace the Primepoint hand scanners. The City coordinated this change. Christine Althawabta put in a lot of time assisting with the logistics of installation in both buildings, which was a bit bumpy, as well as working with city hall's tech department to create the new timecards, which also function as IDs and have employee photos on them.

The city contracted with SitelogIQ, a company that specializes in evaluating and project managing anything related to environmental health indoors. They toured the Main Library and Allwood Branch with the Director and Nick Alectoridis to assess where measures might be implemented during the current pandemic. Examples include installing touchless fixtures (electrical or plumbing related) and improving HVAC filtration.

They also spoke with Totally Secure, which installed and services our security cameras, regarding the Main Library. With the computer upgrade project, Nick no longer has access to the cameras on his computer, and neither will the Director once her computer is upgraded. The camera system company went out of business a few years ago and Totally Secure might have a hard time getting software installed on our upgraded computers. We are not totally dark - the server and a viewing monitor for the system is in the climate-controlled server room of PALS Plus and is still functioning. Totally Secure will work on an estimate for an upgraded server to work with our current cameras, but our system is at least 12 years old now and a complete revamp will be needed at some point.

Emergency procurement paperwork was filled out after work was done by Garden State Mechanical. In July at the Main Library, air return fan #2 failed and work was needed to restart it. The contractor advised that the part was original, at the end of its useful life, and would likely need replacing soon. Not long afterwards the same thing happened during a heat wave and upon consultation with the mayor and board president, Garden State Mechanical was brought in to do the replacement.

Towards the end of July there was also an air conditioning problem at Allwood. It turned out to be a snapped belt which Garden State Mechanical was able to replace.

The Library also did emergency procurement paperwork for Totally Secure after the alarm panel at the Main Library fried in July, leaving the Main Library with no fire alarm. The project cost was not especially high, but it moves the total spending for one vendor close to the limits, which is why the emergency procurement paperwork was done.

There have been some toilet plumbing issues at Allwood and a plumber will be called in soon.

Tropical Storm Isaias hit our area on Tuesday, August 4. The Library was closed for the day. Fortunately, the Main Library did not have ceiling leaks as the storm did not drop as much rain as predicted. The wind was an issue though; maintenance staff had a lot of outdoor cleanup, and power was lost in both buildings overnight. Main had power again in the morning and staff returned. Allwood was still out. Allwood staff mutually agreed to go in for a few hours while it was bright and not too hot before either continuing to work at Main or use paid time off to head home.

The Library's longtime donor, Ms. Adele Piela, celebrated her 100th Birthday on August 3! Staff got crafty and creative in their efforts to honor her. A staff collection was taken up, and two copies of the book "Growing Young" by Marta Zaraska were purchased and donated to Main and Allwood in her honor. The Children's Department at Main gathered some books that had been purchased through her generosity over the years and used them to assemble a "100"; a photo was taken and shared on social media. And finally, Technical Services Supervisor Carol Loden, who works with Adele to make use of the donated money, stopped by Adele's home on behalf of the library staff to present her with a book staff purchased for her ("Aging Gracefully" by Karsten Thormaehlen), a giant library card created by Library Assistant Tess Laso-Iwachow and signed by staff, and a real library card – which she surprisingly did not have, given her support of the library! It was all well-received and a joyous occasion. Ms. Piela has donated well over $66,000 over the last twenty years.

DONATIONS

Unrestricted:

$ 20.00	From Mary Braneck	In Memory of Ruth Gerber
$ 200.00	From Mr & Mrs Greg Vasilik	
$ 14.20	From 2 patrons	

Restricted:

Books:

$ 100.00	From Susan & Thomas Cook	In Honor of Adele Piela 100th Birthday
$ 101.00	From Kathryn & Nate Chiariello	In Honor of Adele Piela 100th Birthday
$ 250.00	From Ronald & Joan Chiariello	In Honor of Adele Piela 100th Birthday
$1,000.00	From Adele Piela	In Memory Janine Piela

Restricted – DEPARTMENTAL:

$10.27	Interest earned on EW Fund for juvenile programs

Miscellaneous:

Photographic slides of the old Piaget Ave. building, park, and new Piaget building floor plan from Jeff Faridy, son of architect Jim Faridy, designer of the new Main Memorial building.

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated August 1, 2020 and the Claims List dated August 19,2020.

On Motion made by Trustee Ruggiero and seconded by Mayor Anzaldi the Board, on roll call vote, approved the Encumbrance List dated August 1, 2020 in the amount of $18,233.47; and Claims List dated August 19, 2020 in the amount of $108,538.53. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On Motion made by Trustee Sterni and seconded by Trustee White, the Board, on roll call vote, accepted the resignation of Caleb Galegor, Page, p/t 12 hours/week. Last day of work August 14 and the resignation of Ryan Puebla, Library Assistant, p/t 15 hours/week. Last day of work August 22. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director noted that the applications for the Library Construction Bond Act Grants are being reviewed by committee. They still need to be reviewed by the State Librarian and then the Legislature.

NEW BUSINESS

On Motion made by Mayor Anzaldi and seconded by Trustee Kennedy the Board, on roll call vote, approved a contract with Generations Services in the amount of $1,990.00 to trouble shoot the outdoor walkway lights and one parking lot pole. Vote Yes: Thomas Charsky, 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 Charsky and seconded by Trustee Kennedy, the Board, on roll call vote, approved a contract with Eric Zieger Plumbing and Heating Inc. in the amount of $1,520.00 to repair the outside wall hydrant and replace the basement main water supply shut off. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None

The Board discussed whether to open on Sundays in the fall. The Director noted the cost of opening and the loss of fine revenue with the closure of the Library during the pandemic.

On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved closing the Main Library on Sundays in Fall, 2020. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board discussed whether the Library should contract for Special Police with the anticipated reopening of schools and the library.

On Motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, authorized the Director to hire Special Police if necessary at the current rate. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board discussed the request by Christopher Columbus Middle School to have the Main Library serve as an evacuation site. Trustee White will reach out to the Superintendent Robertozzi to find out how the students would be socially distanced and report back to the Director. The Director will speak to the Health Department.

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The Director noted that the Library usually holds a staff appreciation event at the end of September. In past years, the Board has approved a budget of $1,000 for a brunch at local restaurant or catering hall with small gift cards for employees reaching milestone employment milestones. The Board discussed alternatives for the event such as having a meal brought to the Library or patronizing an establishment with outdoor dining under a tent. On Motion made by Mayor Anzaldi and seconded by Trustee Ruggiero the Board, on roll call vote, authorized a budget of $1,000 for staff appreciation day. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director reported that a resident would like to donate their upright piano to the Library. It would go to Allwood Branch. Issues are the cost of moving it and the cost of upkeep. The consensus of the Board was that this was a very nice gesture, however it was not something that the Library can accept.

TRUSTEE COMMENTS

Trustee Polk complimented the staff on their work in honoring patron Adele Piela on her 100th birthday.

President Vasilik thanked the staff for their hard work during these difficult times.

On motion made by Trustee Ruggiero and seconded by Trustee White the Board with all present being in favor voted to adjourn the meeting at 8:12 pm.

Respectfully submitted

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel