APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
SEPTEMBER 16, 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, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.
Absent: David White

MINUTES

On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the August 19, 2020 meeting were approved on roll call vote. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, 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 Sterni, the Board, on roll call vote, approved closing the Public Comment portion of the meeting. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

Museum passes, generously sponsored by the FRIENDS, have begun circulating again. The staff is checking weekly to see which institutions are reopening and making the borrowers aware that there might be restrictions in place, or that reservations might be needed. Since the Library is not open to the public and therefore our "walk in and see what's available" method won't work, staff is allowing patrons to call and "hold" an item until their scheduled front door pickup time. Some museums have extended our membership by a few months to make up for time closed.

Contactless pickup of materials continues. Both buildings are circulating "mystery bags"; patrons choose a genre or format and staff picks 5 books to fill the bag with. It is a fun way to engage readers. At Main, staff set up browsing carts outside the front entrance a few times during pickup times, weather permitting. There are a few carts with mostly new items from each department

(kids, YA, and adults) and staff sets up a table for themselves with a laptop, scanner, notepad and paper, and hand sanitizer. Staff has been instructed that at any point if they feel uncomfortable with how people interact or if a group was forming that they felt was too big to handle, they could close up and go back inside, but so far that hasn't been an issue. The Library has had people coming for pickups, check out a few more items this way, and had a few passers-by come to check out or ask questions. It has been good community relations.

The Director met with John Biegel and Jennifer Terwilliger from the Health Dept. to make sure this was OK, and to discuss outdoor programming that is being planned (especially the Children's Department) for the fall while the weather is still nice.

On August 27 author and pro organizer Jamie Novak presented a virtual program on clearing the clutter. She has done in-person programs for us in the past, but this program beat attendance records with 71 people signed in! Vivian Ungerleider, the librarian who coordinated the program, was very pleased with the presentation.

The Children's and Teen departments wrapped up their summer programming. As expected, there were less participants than usual but the ones who did were enthusiastic and the parents were happy with what we did provide. We did not do weekly prizes for all participants for logistical reasons but did do a few bigger prizes. Some teen activities, like art or TikTok challenges, were posted on our social media and got good responses.

The newest issue of the library newsletter came out on August 31 and can be found at https://cliftonpl.org/library-newsletter/. The Library received positive feedback from patrons regarding the newsletters. In one example, a patron called to say that he loves it and always awaits the next issue. He enjoys the information found in there and gives kudos to those who started it (Librarian Khusboo Rana and Library Assistant Jillian Bielen) and everyone who contributes.

SitelogIQ, a company that specializes in evaluating and project managing anything related to environmental health indoors, toured the buildings recently and sent vendors for certain projects (electrical, plumbing, HVAC, doors, etc.) to do the same. The Director is waiting to see what measures they recommend to the city.

Plumbing work rooting out some toilets at Allwood has been completed. At Main, the electrician approved at the August meeting came to fix the parking lot pole light as well as several walkway lights. The walkway lights are always labor-intensive as they take time to open up to fix.

The Crown Bank CD with the Eleanor Weisbrod money was up for renewal. The Crown CD was renewed for 2 more months at .35% APY up from .25%, as CD rates remain dismal.

DONATIONS

Unrestricted:

$ 100.00 From Christine Belli - In Memory of Helen Ridgell

Restricted – DEPARTMENTAL:

$ 13.01 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 September 1, 2020 and the Claims List dated September 16, 2020.

On Motion made by Trustee Sterni and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated September 1, 2020 in the amount of $72,750.76; and Claims List dated September 16, 2020 in the amount of $33,810.07. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, Accept the resignation of Pamela Bielen, Page, p/t 12 hours/week, effective October 14. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

With reopening to the public getting closer, the Director noted that there are vacancies that need to be filled. These include library assistant, p/t library assistant, 3 pages, f/t librarian as well as a vacancy in the business office.

UNFINISHED BUSINESS

The Director advised that the vendor that will supply and install the acrylic partitions as Allwood sent over the specs for approval. The Director and Nick Alectoridis reviewed the specs, noted corrections and sent them back to the vendor. The vendor updated the spec sheet and has returned them for final approval. The vendor noted that some materials are starting to be in short supply. The Director stated that she did not know which building would be ready to open first. The Board reviewed the reopening to-do list prepared by the Director. Another issue will be what hours the Library will be open.

NEW BUSINESS

On Motion made by Trustee Charsky and seconded by Trustee Kennedy the Board, on roll call vote, approved Police Service Contract with the Clifton Police Department to supply a police officer for security at $30 per hour. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, 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, adopted revised Rules and Regulations for Overdue, Lost and Damaged Materials and the revised Circulation Polices as provided in the Board packet and attached hereto. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik noted that she has registered for the virtual NJ State Library Trustee Institute on Saturday, October 17. If any trustee is interested, President Vasilik will forward the log-in information.

President Vasilik commended the staff on the work they have done during the partial reopening.

Trustee Charsky asked the Director as to the number of materials that have been returned and how much is still outstanding. The Director did not have specific numbers. She noted that many of the materials have been returned, however many materials that were loaned out via PALS Plus have not been returned due to the fact that some libraries have not reopened.

Trustee Polk suggested that the Director contact church and civic groups in town to publicize the way to return materials.

Mayor Anzaldi suggested that the Director contact the Clifton Journal to publicize the return or materials. The Director indicated that she has spoken to a reporter about reopening issues.

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 7:52 pm.

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