APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
OCTOBER 21, 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.
Absent: Marianna Gozdz, Margaret Kennedy

MINUTES

On motion made by Trustee Polk and seconded by Trustee Ruggiero, the minutes of the September 16, 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. On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote, approved closing the Public Comment portion of the meeting. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

On September 15, reference staff pointed out a fine substance coating the outside of many reference books; the assumption was that it was mold. The air in that section of the library was observed to be very cool, but humid. Garden State Mechanical measured the humidity, which was very high. During their maintenance, the filters were not observed to be especially troublesome or out of the ordinary. They looked at the system beyond where they would normally service (which looked normal) and found some substance in the ductwork and on a blower fan. The city health department was consulted. The Library was advised to test for mold, that staff could stay in the building, but not in the stacks where the substance was found. The county health department gave the Library the names of environmental companies. One of these companies was selected to do testing. Another environmental company, found on the ESCNJ co-op, was brought in to get a look

at the building so that when test results and protocols come in, they would be ready to work on a quote for cleaning/remediation. The City Manager is aware of the situation.

In this same time period, SitelogIQ, contracted by the city to propose and implement measures to stem the spread of COVID-19, had already toured Main and Allwood and spoke with GSM about our HVAC system. There were a lot of phone calls as the Director tried to establish if GSM could implement the measures to stem the spread of COVID-19 while they did their regular work and then submit a separate bill for those costs, but that would not work under purchasing rules nor under the way the SitelogIQ contract is structured. Subsequently, the environmental company doing the mold testing advised not putting the COVID measures in place until cleaning/remediation is done.

Plumbers contracted through the SitelogIQ project arrived 7am on Friday, 10/9 to begin work on installing new water fountains and automatic flushers and faucets in both buildings. They continued working the following week and still need to return to install non-bathroom sink faucets that are backordered.

The roof at Main continues to get worse. No word yet on the NJ Library Construction Bond Grant application. Even if the grant is awarded to the Library were to be awarded relatively soon, the window has passed for getting this project done before winter.

On October 2, a sensor on the HVAC system at Allwood failed, resulting in multiple emails and phone calls throughout that night with the monitoring company. Totally Secure came in to replace the sensor.

The Children's Department has begun their fall programming. While most of it is virtual, they have a few outdoor programs at Main. They are using space on the Main Ave side of the building, towards the back. Space is limited and reservations needed A few craft kits are being planned, where parents sign up to receive a kit that would be picked up during our front door checkout times; some crafts can be done on your own, others are meant to be done during a virtual program. The department is also working with the staff of William Paterson's University Galleries to provide virtual programs to our young patrons and families, as well as a guest from the community to provide an outdoor Halloween-related story time.

The health department ordered two 10'x20' tents for the library. It took four maintenance department members to set them up in the front of Main and patiently move them around while circulation staff members and the Director determined a setup that would best suit our needs. The tents came with weights for the corner legs but maintenance supplemented that with buckets full of landscaping rocks. Since the tents took a lot of manpower to put up, we wanted to be able to leave them there and not take them down every night.

During the last week of September/beginning of October, both branches set displays outside for Free Comic Book Day(s). This usually takes place the first week in May, and we had already ordered and paid for the comics. Patrons coming for front door pickups were happy to pick some up, and many people saw the social media postings and came especially for that. This gives staff extra opportunities for interactions and promotion.

The Mental Health Association in Passaic County has received a mini-grant and has reached out to us to become a partner in distributing materials to the community. More details to come.

LibraryLinkNJ had its budget approved for the next few months at its late September membership meeting. Statewide delivery is set to resume on October 19. It is anticipated that there will be a crush of delivery as backlog first makes its way through, and even once the flow normalizes it will still take longer than in the past for material to make its way through the system since items will be quarantined. In addition, there are thousands of holds in the circulation system that will now be set free.

PALS Plus also held its September membership meeting virtually. Credit card payment options were presented to the membership and discussed, with a vote to be taken at the next meeting (10/22). The Director intends to vote on the option in which a convenience fee is not paid by the patron to offset library costs as the "cost" of putting that fee on the patron is increased staff time explaining what it is and arguing with patrons while giving patrons something to be angry about when it's really a small matter. This cost will hopefully be tempered by setting a transaction minimum. The other option charges the patron extra but does not have the option to set a transaction minimum. In the end, the majority vote at the next membership meeting will determine which option will be in place. Luca Manna, Executive Director of PALS Plus, reached out to other library systems and they indicated overall satisfaction and increased payments by patrons by providing a credit card option; hopefully, getting payments from patrons who would otherwise walk away and never return will be a net positive for us. PALS Plus will assess the situation after a year to see how it is going and discuss whether we should consider switching our options.

Jennifer Rivera and Heather Nilsen did an excellent job coordinating a staff lunch for Staff Appreciation Day. Staff could not go out to a restaurant as usual, and outdoor dining had a lot of logistical concerns – as did an in-house buffet – so they arranged boxed lunches from Panera. It was very well received and went smoothly. They did an excellent job working with a tight budget, even coming $97.17 under!

DONATIONS
Unrestricted:

$	300.00	From Dr. & Mrs. Turk
$	.51	From patrons who paid more than fine amount

Restricted:

Restricted – DEPARTMENTAL:

$	14.85	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 October 1, 2020 and the Claims List dated October 21, 2020.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated October 1, 2020 in the amount of $45,679.91; and Claims List dated October 21, 2020 in the amount of $72,161.22. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a preliminary budget. The Director reported that the statutory one-third mill funding has dropped by $55,197 and state aid is projected to drop $406.

PERSONNEL COMMITTEE

On Motion made by Trustee Ruggiero and seconded by Mayor Anzaldi, the Board, on roll call vote, voted to go into executive session at 7:43 pm to discuss personnel matters. Vote Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

Board resumed the meeting at 8:03 pm.

On Motion made by Mayor Anzaldi and seconded by Trustee Sterni, the Board, on roll call vote, promote Matt Agnoli from part time to full time Library Assistant, start date November 1, 2020 on Step 1 of the following scale currently in use: $30,830.52; $32,139.52; $33,448.53; $34,757.53; $36,068.57; $37,377.56 with a move to Step 2 on July 1, 2021. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

UNFINISHED BUSINESS

The Director updated the Board on the work being done towards reopening. The account manager from Apple Rock came to the Main Library on October 4. Plexiglas for Allwood arrived unexpectedly early and is being stored in the quiet study room. The rest of the materials for Allwood, along with all of Main's materials, are expected to ship the week of Oct. 19, and installation will be scheduled for shortly thereafter (one building at a time). Staff will be able be in the building during the installation.

Plumbing work installing contactless toilets, sinks and water fountains has been accomplished.

NEW BUSINESS

On September 15, reference staff pointed out a fine substance coating the outside of many reference books; the assumption was that it was mold. The air in that section of the library was observed to be very cool, but humid. Garden State Mechanical measured the humidity, which was very high. During their maintenance, the filters were not observed to be especially troublesome or out of the ordinary. They looked at the system beyond where they would normally service (which

looked normal) and found some substance in the ductwork and on a blower fan. The city health department was consulted. The Library was advised to test for mold, that staff could stay in the building, but not in the stacks where the substance was found. The county health department provided some names of environmental companies. One of these companies was selected to do testing. ABS Environmental was engaged on an emergent basis to do mold testing. Another environmental company, found on the ESCNJ co-op, was brought in to get a look at the building so that when test results and protocols come in, they would be ready to work on a quote for cleaning/remediation. The City Manager is aware of the situation.

On Motion made by Trustee Charsky and seconded by Trustee White , the Board, on roll call vote, approved contract with Generation Services to do work on Main Library walkway lights in the amount of $1,395. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On Motion made by Trustee Sterni and seconded by Trustee Polk, the Board, on roll call vote, approved contract with Commercial Interiors Direct to do flooring work at Allwood in the amount of $1,746.61. Vote Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik asked that Trustees Charsky, Ruggiero and Sterni serve on the Negotiations Committee. Trustee Ruggiero asked for time to consider whether he has the time to allow him to serve. Trustees Charsky and Sterni agreed to serve.

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 8:29 pm.

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