APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
NOVEMBER 18, 2020

The meeting was called to order at 7:02 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 had been given to the Record, the Herald News, the Clifton Journal, posted on the Clifton Public Library Website, on the Clifton Public Library social media, posted on the front door of the Main Library and filed with the Clifton City Clerk.

Present: Thomas Charsky, Marianna Gozdz, 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.

MINUTES

The Board reviewed the minutes of the October 21, 2020 meeting and the minutes of the October 21, 2020 executive session. Trustee Charsky noted that there was a dollar sign missing on page 4 of the minutes. Trustee Gozdz noted that she was not in attendance at the meeting and should not be reflected in the vote on the motion to move into executive session. On motion made by Trustee Polk and seconded by Trustee Gozdz, the minutes of the October 21, 2020 meeting as revised and the minutes of the October 21, 2020 executive session were approved on roll call vote. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

The Director read an email from Cheryl Klump, a library employee. Ms. Klump had questions with regard to a situation in which an employee is diagnosed with COVID. She asked would more information be forthcoming such as the building the employee worked in, the date of the diagnosis, the last day of work, how long have they been in quarantine, did they work in both buildings, did they get tested. The Director noted that when someone is diagnosed with COVID or has COVID symptoms, she consults with the Clifton Health Department and takes direction from the department as to who is notified and other action to be taken. The Board discussed this. In response to a questions from trustees, the Director noted that the temperatures of employees are taken when they enter the building, employees wear masks while in the building and that the Health Department notifies the Library of testing options. The consensus of the Board was that in following the instruction of the Health Department, the Director was taking the correct action.

No one else addressed the Board and President Vasilik, without objection, declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

Plumbers finished up work in both buildings installing new water fountains and touchless faucets and flushers through the city-wide project.

Door hardware vendors are slated to begin working their way around the city the 3rd week in November. For the library, this will involve installing automatic door openers to the front door at Allwood and converting the push-button handicap opener to a hand-wave mechanism at Main.

Deliveries to both buildings of the Plexiglas and other components for sneeze guards and partitions meant that Apple Rock workers were finally able to come in and work on installation. Work began the last week in October and continued into the 2nd week in November, with a few odds and ends still left to address.

Previously approved plumbing work at Allwood and exterior lighting work at Main was completed.

The Library received the report and scope of work plan from ABS Environmental, which was contracted to test the Main Library for mold as previously reported. As suspected, ABS found that the substance was mold. Based on a ballpark quote for cleaning from another environmental company obtained before we received the test results, it will be an expensive endeavor to remediate and clean. Upon consultation with the Mayor, President Vasilik submitted a letter seeking financial and project management help to the city council. The City Council approved the expenditure not to exceed $100,000 for the work. The Director will work with various people within city hall to secure a vendor under emergency conditions for cleanup.

Statewide delivery resumed on October 19 and after some unevenness is starting to resume its regular flow. Circulation staff had hold lists of almost a thousand items in each building when PALS Plus turned the feature back on system-wide. Patrons are very happy about the restart of shared materials.

The Library is now subscribed to a database called NewsBank. We have been seriously considering it for over two years. The pricing structure has changed over that time, dropping the cost considerably, and with several PALS Plus libraries subscribing as well, a volume discount reduced the price even more. What is attractive is that it includes unlimited remote access (with library card) to current-day articles from The Record and The Star-Ledger, as well as the Clifton Journal. (Archived articles from the Herald News are available from 1998-2016.) Staff put links to it on several spots on our website.

The fall programming in the Children's and YA departments continued. One fun highlight for kids, parents and staff was an outdoor program that featured a visit by the Headless Horseman!

DONATIONS

Unrestricted:

$ .50 From patron who paid more than fine amount

Restricted:

$1000 From Adele Piela in memory of Richard and Mark Piela for books
$ 25 Cost of Virtual Trustee Institute (10/17/20) covered by President Patricia Vasilik

Restricted – DEPARTMENTAL:

$ 60.02 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 November 1, 2020 and the Claims List dated November 18, 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, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a revised draft of the 2021 budget. Mayor Anzaldi asked the Director to review the health insurance cost with City Hall as the projections for the first 10 months of this year are for the cost to hold steady for 2021. If that is accurate, the budget line for health insurance may be revised accordingly.

PERSONNEL COMMITTEE

On Motion made by Mayor Anzaldi and seconded by Trustee Sterni the Board, on voice vote, with President Vasilik abstaining and all other trustees voting in favor, voted to go into executive session at 7:36 pm to discuss personnel matters.

Board resumed the meeting at 7:56 pm.

On Motion made by Mayor Anzaldi and seconded by Trustee Kennedy, the Board, on roll call vote, approved the following salary scales to be effective January 1, 2021

Custodial Worker

2021	**2022**	**2023**	**2024**
$13/hr	$14/hr	$15/hr	$16/hr

Librarian 1

1st step	2nd step	3rd step	4th step	5th step	6th step
$54,593	$55,684.86	$56,798.56	$57,934.53	$59,093.22	$60,794.06

Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

On motion made by Mayor Anzaldi and seconded by Trustee Gozdz, the Board, on roll call vote, approved a ninety-day unpaid leave of absence for Joyce Gitin. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, 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 Director noted that Totowa, Woodland Park and Cedar Grove, which had previously been open to the public had decided to close. After consulting with the Health Department and given the increased case count of COVID-19 cases, the Director decided to hold off reopening the Library to indoor browsing by patrons but to continue curbside or contactless pickup. The consensus of the board was strongly in favor of this decision. The Director will post a letter on the website explaining this to the public. The Board President, on behalf of the Board and the Director will sign the letter.

The Director informed the Board that the Library did not receive an award in the first round of the New Jersey Library Construction Bond Act grants. The Board discussed efforts that can be pursued to enhance consideration of the Library's application before the next round of grant awards.

The Library was informed by Commercial Interiors Direct that there were insufficient carpet tiles to complete the repair to the Allwood Branch flooring which was previously approved by the board. The vendor found sufficient floor tiles to finish the work and to provide some extra tiles for future use at a cost of $1,457.50. On motion made by Trustee Polk and seconded by Trustee Charsky, the Board, on roll call vote approved amending the contract with Commercial Interiors Direct to purchase carpet tiles at a cost of $1,457.50.

NEW BUSINESS

On motion made by Mayor Anzaldi and seconded by Trustee White, the Board, on roll call vote, approved the Resolution Establishing Protocols for Remote Meetings. Vote Yes: Thomas Charsky, Marianna Gozdz, 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 Kennedy and seconded by Trustee Gozdz, the Board, on roll call vote, approved the hire of Unlimited Landscaping and Design for shrub trimming and fall clean up at both buildings at a cost of $4,500. Vote Yes: Thomas Charsky, Marianna Gozdz, 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 Mayor Anzaldi, the Board, on roll call vote, approved the renewal of the TruGreen contract at both buildings at a cost of $2,522.00. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director noted that auditors raised an issue with the Library's use of one vendor to service the alarm systems in both buildings. The Director has not received the audit and will follow up on this issue.

On motion made by Trustee Charsky and seconded by Mayor Anzaldi, the Board, on roll call vote, approved the Resolution authorizing the award of a non-fair and open contract to George Held AIA. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, President Patricia Vasilik; No: None; Abstain: Mayor Anzaldi.

On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, approved contract with Envisionware in the amount of $12,136.14 for the installation of self check kiosks at both buildings and contract with Mardel Electric in the amount of $1.475 for the electrical work for these kiosks with payment for both contracts to be made out of CARES Act funding. Vote Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director reviewed the holiday closings for 2021 with the Board.

The Director suggested that the Board not approve opening on Sundays in the Winter/Spring of 2021 at this time. It was the consensus of the Board to take no action to open Sundays but to revisit this when circumstances allow.

TRUSTEE COMMENTS

President Vasilik thanked the City Council and Mayor Anzaldi for the financial and staff support with regard to the mold found at the Main Library.

The Director thanked the Board for their continued support.

All trustees thanked the Director and staff for all of their hard work during these difficult times.

On motion made by Trustee White and seconded by Trustee Gozdz the Board with all present being in favor voted to adjourn the meeting at 8:56 pm.

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