APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
DECEMBER 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 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. The public may participate in this meeting only during the public portion, which takes place near the beginning of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the chair, you will unmute your microphone/video. Members of the public who are attending the meeting via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the Chair, they can unmute/mute their audio by using *6 on their phone keypad. Individuals addressing the board must give their name and address in an audible tone and will have five (5) minutes to make their statement.

ROLL CALL

Present: 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. Trustee Charsky joined the meeting at 7:06 pm during the Director's Report.

MINUTES

The Board reviewed the minutes of the November 18, 2020 meeting and the minutes of the November 18, 2020 executive session. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the minutes of the November 18, 2020 meeting and the minutes of the November 18, 2020 executive session were approved on roll call vote. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, voted to close the public comment portion of the meeting. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

Door hardware vendors began the work of installing contactless automatic door openers. So far, the push-button for automatic door opening at Main was replaced by a hand-wave sensor. The sensor for the back door at Main has not yet been installed. Electricians started work at Allwood on December 8. There's not enough power available at the front doors so an electrical wire must be run back to the breaker box before they could begin installing the automation mechanisms. The hardware vendors came later in the same week and completed their part of the work.

Sitelogiq was back to look at building mechanical drawings to see if any HVAC improvements can be made related to COVID.

IRS, the company hired by the city to do the mold remediation and duct cleaning at the Main Library, began setting up their equipment and prepping work areas on Monday, November 23. Work is expected to take a few weeks. With heat being turned on and off, plastic sheeting put up in spots where they are working, and giant HEPA filters running, staff could not be in the building during this time. Maintenance staff continues to do their tasks inside and outside the building, run errands, etc. Christine Althawabta and the Director spent time trying to discharge materials left in the outdoor return bins to get them off patrons' records since the community room was not affected by the remediation work. The week of December 7, the Director began rotating Main work from home staff members in to Allwood to help ease their burden. Everyone cannot be there at once due to COVID restrictions.

Unlimited Landscaping did their approved work on the grounds of both buildings.

Commercial Interiors Direct did their approved work on fixing the subfloor at Allwood.

The Children's Department is finishing the last of their seasonal programs. A joint program (virtual) with the Recreation Department – Story Time with Mrs. Claus – is scheduled for December 17, and discussions are underway for future collaborations.

The Director spoke with one of our AARP tax prep organizers. AARP is conducting the program virtually this year. The Library will assist in promoting their service however we can, so communications with them will be ongoing.

The Director participated in a conference call among library directors statewide. There was no information given regarding the second round of construction bond grant applications. The state aid report will continue on schedule.

DONATIONS

Restricted:

$1000 From Adele Piela in memory of Janine Piela for books

Restricted – DEPARTMENTAL:

$ 14.38 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 December 1, 2020 and the Claims List dated December 16, 2020.

On Motion made by Trustee Sterni and seconded by Mayor Anzaldi, the Board, on roll call vote, approved the Encumbrance List dated December1, 2020 in the amount of $67,791.38; and Claims List dated December 16, 2020 in the amount of $49,224.83. Vote: Yes: Thomas Charsky, 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 Polk and seconded by Trustee Charsky, the Board, on roll call vote, voted to go into executive session at 7:13 pm to discuss personnel matters. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

Board resumed the meeting at 7:19 pm.

On Motion made by Trustee White and seconded by Trustee Charsky, the Board, on roll call vote, approved the following personnel agenda items:

1. Promote Library Associate Juliana Schicho to Librarian 1 beginning January 1, 2021, full time, at the 1st step of this salary scale:

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

2. Approve additional vacation carryover time of 4.5 days for Christine Althawabta, Administrative Clerk, and allow Library Director Justine Tomczak to carryover 2 vacation days and 1 personal day with the stipulation that both employees must use these carryover days by July 1.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the Pay to Play resolutions for Brodart Co. and George Held, AIA. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Trustee Ruggiero and President Vasilik are planning to be on a check in call with State Library scheduled for December 17.

President Vasilik wished staff and trustees Happy Holidays.

Mayor Anzaldi thanked everyone for their service to the Library during the past year.

On motion made by Trustee White and seconded by Mayor Anzaldi the Board, with all present being in favor, voted to adjourn the meeting at 7:28 pm.

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