APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JANUARY 20, 2021

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: 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. Absent: None.

MINUTES

The Board reviewed the minutes of the December 16, 2020 meeting and the minutes of the December 16, 2020 executive session. On motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the minutes of the December 16, 2020 meeting and the minutes of the December 16, 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

No one addressed the Board. President Patricia Vasilik, with no objection, declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

The Director extended her good wishes and hope for continued health for the new year to the library board, and a heartfelt thank you for the work and thought that went into managing the crazy year that was 2020.

The Director thanked the staff for doing their best in stressful and uncertain circumstances and really pulling through.

While the Main Library was closed for mold remediation and duct cleaning, Main staff alternated working at Allwood and working at home. Everyone from Main could not all work at Allwood at the same time since the Library needed to maintain social distancing practices. Fortunately, many people already had pre-scheduled time off at yearend, so it worked out. As expected, there was an uptick in patrons picking up holds at Allwood since they could not do so at Main. These were items already in progress in the hold queue; newer holds being placed for pickup at Main were suspended. The circulation staff did an outstanding job coordinating the flow of materials and handling a ton of phone work.

IRS, the company doing the mold remediation and duct cleaning at the Main Library, finished their work on Monday, December 28. ABS, which did the initial testing, came back to re-test on Thursday, December 31. The company gave the Library a verbal "all clear" on January 6. IRS came in to remove the rest of their equipment soon after, and Library maintenance staff did a fantastic job dusting, vacuuming and otherwise tidying up the whole building. A few staff members came back in to Main that week to get started on reorganizing, and the week after almost all were back, with a few still at Allwood to help with pickups. Delivery service from Main resumed and the holds list reactivated. Main patron pickups resumed January 19.

AARP has been in touch with the Library over the last few months as they tried to figure out what to do about tax prep. They will be doing it all virtually this year. They gave a flyer to the Library to post on our doors, hand out, post on social media and the Library's website, and for use when responding to phone and email inquiries.

SCORE, which provides counseling for entrepreneurs and small business owners, has been working with the Library for several years now and reached out to ramp up their virtual offerings jointly.

Self-checkout machines were received in each building. Staff is working with PALS Plus and Envisionware to get them set up. At Main, as approved, the electrician is due in to add network cabling in the downstairs front area to support the checkouts. Staff is re-arranging a few things to improve flow when patrons return.

The City has more time to spend the CARES money previously received. That helps the Library with projects like the self-checkouts and related work that were approved, but not paid for yet.

As part of the City project for COVID-mitigation, the back door at Main is getting an automatic opener mechanism. Staff will use their ID cards from the outside, and there is a hand-wave mechanism inside. That project just started but requires several steps to be fully done. Also, as part of that project, Sitelogiq returned to Allwood to gather some information for HVAC work for the installation of some sort of ionization mechanism. No date has been set for work to be done.

As reported in the news, vaccination efforts are underway in the state. It is a huge undertaking. Priorities are fluid. There is no category for library or museum workers at the moment. The Director has attended online information sessions and Q & As with the governor's outreach office and have maintained contact with the city health department.

The Director updated the Board on efforts by PALS Plus to implement a credit card payment system; that option finally went live on January 11. Staff does not handle those payments. Patrons do it themselves by logging in to their account online, whether remotely or (eventually) in the Library.

DONATIONS

Unrestricted:

Restricted:

$ 25 In honor of Adele Piela from Mr. & Mrs. Richard Szewczyk for books

Restricted – DEPARTMENTAL:

$ 14.86 Interest earned on EW Fund for juvenile programs.

CORRESPONDENCE

January 4, 2021 Letter from State Librarian regarding the Library Construction Bond Act was included in the board packet.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated January 1, 2021 and the Claims Lists dated January 20, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, approved the Encumbrance List dated January1, 2021 in the amount of $139,984.10, the Claims List dated January 20, 2021 (2020 Budget) in the amount of $29,888.53 and the Claims List dated January 20, 2021 (2021 Budget) in the amount of $49,006.80. 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 reported that the City CFO recently advised the Library that the one-third mill funding for 2020 was $114,207 less than the original calculation that was provided in

October,2019. The result of this is that the unspent surplus that was expected to be carried over into 2021 will be less.

UNFINISHED BUSINESS

The Director noted that the Library needs to find out the source of the humidity that caused the mold issue at the Main Library. Garden State Mechanical gave the Director some ideas to pursue to determine that source.

The Director provided the Board with an update on the status of the roof at Main Library. The roof is leaking in many places and cannot be patched. It must be replaced. On motion made by Mayor Anzaldi and seconded by Trustee Kennedy, the Board, on roll call vote instructed the Director to have the architect prepare bid specs for a new roof at Main Library and to put this out for public bid. 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 updated the Board on the status of Library operations. She expressed the hope that the Library will soon be able to open for walk in business, however she felt that at this time, the Library is not ready to open for walk in patrons. President Vasilik stated that her preference was to open to walk in patrons when there is a high confidence that once the Library opens for walk ins that it will be able to stay open. Trustee Charsky asked about circulation with pick-ups and delivery. The Director stated that she would report on this at the next meeting. Mayor Anzaldi and Trustee Ruggiero agreed with President Vasilik about the timing of opening to walk in patrons.

NEW BUSINESS

On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote, approved the following resolutions included in the board packet: Pay to Play resolution for Baker & Taylor, LLC; Cash Management Resolution; and PALS Plus Voting Representative Resolution. 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.

TRUSTEE COMMENTS

On motion made by Trustee White and seconded by Trustee Ruggiero the Board, with all present being in favor, voted to adjourn the meeting at 7:50 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel