APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
FEBRUARY 17, 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: Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. David White arrived at 7:06 pm at the beginning of the review of the minutes. Absent: Thomas Charsky, Marianna Gozdz, Margaret Kennedy.

ELECTION OF OFFICERS

Library Counsel assumed the chair for the purposes of conducting the election of officers.

Mr. Ruggiero nominated Patricia Vasilik for President. The nomination was seconded by Ms. Polk. On motion made by Mayor Anzaldi, seconded by Ms. Sterni, the Board on voice vote with all voting in the affirmative, closed the nominations for President.
Ms. Vasilik was elected as President on roll call vote as follows:
Vasilik -Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik.

Ms. Polk nominated Richard Ruggiero for Treasurer. The nomination was seconded by Ms. Sterni. On motion made by Mayor Anzaldi, seconded by Ms. Sterni, the Board on voice vote with all voting in the affirmative, closed the nominations for Treasurer.
Mr. Ruggiero was elected as Treasurer on roll call vote as follows:

Ruggiero -Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik.

Ms. Sterni nominated Margaret Kennedy for Secretary. The nomination was seconded by Mr. Ruggiero. On motion made by Mayor Anzaldi, seconded by Mr. Ruggiero, the Board on voice vote with all voting in the affirmative, closed the nominations for Secretary.
Ms. Kennedy was elected as Secretary on roll call vote as follows:
Kennedy - Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik.

President Vasilik assumed the chair for the remainder of the meeting.

MINUTES

The Board reviewed the minutes of the January 20,2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the January 20,2021 meeting 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

Richard Hawran of Haddonfield Road, Clifton addressed the board. Mr Hawran is a medical student studying for his boards. He inquired about the Library's plans to allow extended visits inside the Library. The Director explained that the Library is not planning on opening in the near future. When it does, it will be limited to browsing and checking out materials. No one else addressed the board. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the public comment was closed. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

The Library has had to deal with bad winter weather on an almost weekly basis the past few weeks. The Library was closed early on January 26 due to snow and sleet creating icy surface conditions. The first snowstorm of February was a big one, and maintenance staff and DPW took a long time to clear out the properties sufficiently for staff to come in. There was no statewide delivery on Monday February 1 and Tuesday February 2. The Library remained closed on Wednesday February 3, as did several other libraries, and Allwood had a delayed opening on 2/4. A snowstorm on Sunday February 7 caused a delayed opening on Monday February 8.

At last month's meeting, Trustee Charsky inquired about circulation statistics. PALS Plus is in the process of compiling stats for all its libraries to provide in our State Aid reports, which are due by March 15. The Director will speak about this at the March 17 meeting of the Board.

The Institute of Museum and Library Services awarded the NJ State Library funds to expand digital access and provide support services to citizens. Clifton Public Library has benefited as follows:

- READsquared Online Reading Program Software – began summer 2020, goes through summer 2022. The Library used the software to track summer reading participation and utilized built-in games and incentives to foster participation.
- Zoom Enterprise – This provides the Library with a second account.
- Remote Assist – This recently became available and reference staff is looking into it. It allows you to assist patrons remotely and allows remote management of library PCs and remote assistance of patrons on those PCs.
- Brainfuse – Library staff has begun to get this up and running. The Children's Department is very excited as they were looking into alternatives to the in-person homework help that staff used to provide. Brainfuse would be expensive for our Library because they charge by population, and the Library has not yet subscribed on its own. This is not just for kids; there is an adult learning center component that includes resume help, MS Office Skills, GED prep, etc.

As reported last month, beginning January 11, patrons can now pay any charges on their account by credit card, through a system implemented by PALS Plus. Starting this month, automatic renewals will go into effect. On an item's due date, the item will automatically be renewed, provided it has not already reached the maximum number of renewals or does not have a hold on it, and that the patron's account is not blocked for other reasons.

On February 3, President Vasilik and the Director attended a webinar sponsored by the NJ Library Trustee Association entitled "The Complete Guide to the Johnson Act," which featured Kurt Hadeler, Director of the Mahwah Public Library. Mahwah is the only municipality to successfully increase municipal appropriation through a referendum. The Director attended to learn more, as there was an informal discussion about it at a previous board meeting. The webinar was extremely well done. The bottom line is that this is a very serious, involved, extremely coordinated, time-consuming endeavor.

DONATIONS

Unrestricted:

$ 38.60	from patrons
$ 250.00	from Thomas Charsky
$1,000.00	Anonymous donor

Received in memory of Marie Marrocco, former employee:

$ 100.00	from Mr. & Mrs. Charles Pivirotto
$ 50.00	from Mr. & Mrs. Saleh Mekkawy
$ 50.00	from Helen Newmerzyckyj
$ 20.00	from Mr. & Mrs. Tom Vanderburgh
$ 25.00	from Mr. & Mrs. Russin
$ 20.00	from Macko Family

$	20.00	from Krystyne Ano Krol
$	50.00	from Mr. & Mrs. Pawel Hyra
$	50.00	from Mr. & Mrs. Jerry Dutch
$	20.00	from Beth Zajaczkowski
$	50.00	from Mr. & Mrs. Jim Marrocco

Restricted:

$1,000.00	In honor of Library Board of Trustees and library staff from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 14.86	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 February 1, 2021 and the Claims Lists dated February 17, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, approved the Encumbrance List dated February 1, 2021 (2021 Budget) in the amount of $36,085.44, the Encumbrance List dated February 1, 2021 (2020 Budget) in the amount of $22,509.96, the Claims List dated February 17, 2021 (2021 Budget) in the amount of $20,168.70 and the Claims List dated February 17, 2021 (2020 Budget) in the amount of $1,231.49. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Committee presented a draft of the 2021 budget. Treasurer Ruggiero reviewed changes in the 1/3 mill appropriation, health care, PERS, books, utilities, and consultant budget lines. On motion made by Trustee Ruggiero, seconded by Trustee Sterni, the Board voted to send a letter to City Manager Villano requesting that the City budget an additional $50,000 for the Library this year. Vote: Yes: 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 Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, voted to accept the resignation of Diana Dominguez Tapia, part-time Page, as of January 23, 2021and to approve an extension of unpaid leave to Joyce Gitin, part-time Library Assistant, until the week of April 5. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director has instructed architect George Held to begin drafting bid specs for a new roof at the Main Library.

The Director has signed up for a listening session being presented by the State Library regarding the second round of applications for the Library Construction Bond Act Grants.

With regard to reopening the Library to the public, the Director reported that only 6 of 21 PALSPlus libraries are open for walk in business. Wayne which had been opened, closed in January, and is currently open M-F 2 hours in the morning and 2 hours in the afternoon. Clifton wants to avoid opening and then closing. The Director feels that the biggest problem will be handling the flow at the front door. Current restrictions would allow 35% of capacity. The City Health Officer and the Director both agree that the Library should start with small steps, such as browsing and check-outs before allowing the public to sit at tables and computer stations. Earliest opening would be mid-late March or early April when front doors can remain open and more people have been vaccinated. The Board will discuss a possible reopening date at the March meeting.

NEW BUSINESS

The Director presented quotes from Garden State Mechanical and Advanced Mechanical Services for preventative HVAC maintenance at both buildings. The quotes from Garden State Mechanical totaled $10,650 and the quotes from Advanced Mechanical Services totaled $28,100 which is above the bid threshold. On motion made by Mayor Anzaldi and seconded by Trustee Sterni, the Board, on roll call vote, approved contract with Garden State Mechanical for HVAC preventative maintenance in the amount of $10,650 with the Director instructed to request that 6 hours of emergency call time be included in the contract, but that if less than 6 hours of emergency call time is included, the contract can be finalized. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

On motion made by Mayor Anzaldi and seconded by Trustee Sterni, the Board, on roll call vote, approved 2021-2022 Board meeting schedule as attached. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik advised the trustees that she will be sending out committee assignments in the next few weeks. She asked that trustees contact her about their preferences.

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 8:30 pm.

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