APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
MARCH 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: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Marianna Gozdz arrived at 7:10 pm during the Director's report. Absent: David White

MINUTES

The Board reviewed the minutes of the February 17,2021 meeting. On motion made by Trustee Sterni and seconded by Trustee Ruggiero, the minutes of the February 17,2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one else addressed the board. President Vasilik declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

Main Library had no heat on March 16. Ryan Company, which installed the boiler under the PSE&G program, came in and determined that a pressure valve needed to be replaced. The part

was ordered and the company is scheduled to return on March 18 to replace the valve. The building closed early on March 16 and will remain closed until heat is restored.

The Library was affected by a significant snowstorm on February 18, 2021. The Library was closed on February 18 and had a delayed opening of 1:00 pm on February 19.

On February 25, the Director attended the New Jersey Library Construction Bond Act listening session provided by the State Library. There is no timeline for the 2nd round of funding. Applications will need to be submitted again even though the Library applied in round 1. The State Library is still working on the solicitation rubric, keeping in mind the feedback on the application process from round 1 in mind.

The 7th Annual NJ Makers Day, March 19-20, will take place virtually this year. By visiting https://njmakersday.org, patrons can see a schedule of presenters and sign up for event updates. Additionally, the Children's Department of the Library will be offering supplies for 2 simple craft projects that can be picked up at our front door.

RB Digital, a supplier of digital magazines, has been acquired by OverDrive. Patrons can access these magazines with their library card through https://palsplus.overdrive.com/palsplus-clifton/content, or by using the Libby app.

Library Insight, the vendor for the Library's community room bookings and website calendar postings, has notified the Library that they will be closing their business by the end of the year. The Library will use this time to find other vendors to see who offers products that fit the Library's needs.

The Children's department, under the auspices of the FRIENDS group, submitted an application for a grant from Dollar General to help fund summer reading activities.

The Library participated in Snapshot Day, which is an initiative of NJLA and the State Library and takes places throughout February. Libraries can opt to pick one day or multiple days throughout the month to capture ways in which people use the library through facts, figures, stories and pictures. The Library posted on its social media platforms library happenings – holds getting ready for contactless pickup, for example – as well as patron-submitted pictures and comments.

At the Main Library, the back staff door has needed attention. An interior hand-wave sensor and new closing mechanism were installed through the city's Sitelogiq project. However, the outside touchless system component was not included in the scope of the project, so the vendor was asked to return to suggest a solution. There was a further complication when the door – which is heavy – was whipped open during a recent windy day, breaking part of the arm. The vendor returned to fix the arm and will install a mechanism that will help prevent that from happening again.

One of the new bathroom touchless faucets at the Main Library would not shut off recently. The plumbing vendor returned to replace a defective part. However, it exposed another problem that

the Library will need to address – the shutoff valve would not work. Library staff will look into correcting that situation and see if it's isolated to that bathroom or if other valves also need attention.

In the past week, federal stimulus money through the American Rescue Plan Act has been approved. The Library does not yet know how this will assist the Library – it will either be through local aid or by sent through the Institute of Museum and Library Services to the State Library.

The annual State Aid report has been completed and was submitted on March 12. The Director reviewed aspects of the report with the Board.

DONATIONS

Unrestricted:

$ 5.00	from a patron
$ 75.00	from AA District 11/33
$ 250.00	In memory of Ross Anzaldi from Mr. & Mrs. Michael A Cerone, Jr.

Restricted:

$1,000.00	In memory of Adele Piela's family from Adele Piela for books
$ 110.00	In memory of Ross Anzaldi from Library Board Trustees for books
$ 50.00	In memory of Ross Anzaldi from Library staff members for books

Restricted – DEPARTMENTAL:

$ 13.42	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 Lists dated March 1, 2021 and the Claims Lists dated March 17, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, approved the Encumbrance List dated March 1, 2021 (2021 Budget) in the amount of $8,356.20, the Encumbrance List dated March 1, 2021 (2020 Budget) in the amount of $32,754.77, the Claims List dated March 17, 2021 (2021 Budget) in the amount of $25,320.83 and the Claims List dated March 17, 2021 (2020 Budget) in the amount of $1,822.80. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Mayor and Council approved the Library's request for an additional $50,000 for this year. The Director presented the revised budget based on this additional appropriation. Mayor Anzaldi noted that the City is receiving an allocation of money under the latest COVID relief law. This money can be used to make up lost revenues. The Mayor suggested that the Library review and determine areas where the Library lost revenue such as fines and photocopy money. On Motion made by Trustee Charsky and seconded by Trustee Sterni, the Board, on roll call vote, voted to approve the 2021 budget as presented. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director contacted Garden State Mechanical about including some emergency hours in the maintenance agreement. Instead, the contractor offered to upgrade the air filters to MERV 11.

The Board discussed reopening the Library. The Director spoke to the City Health Officer who advised that COVID cases in Clifton have started to rise. Clifton schools reopened in hybrid format. The Health Officer recommended that if the Library reopens that people should not be allowed to work on computers or sit and read. It should only allow people in to browse and check out/pick up items. The State increased capacity to 50% which translates to a limit of 20 patrons at Allwood and 93 patrons at Main. Recreation Department has a social distance ambassador that would stand at the front door to inform patrons on limits. The Director thought that there is a cost to this, but the Mayor thought that this would be CERT (Community Emergency Response Team) volunteers. The Director has consulted with staff who suggested that the Library be open 6 days Monday to Saturday for two distinct time periods. One would be 2 hours long and would be for contactless pick up. The second would be for 4 hours for browsing and in person checkout. The time for each would vary day by day. The time between the two would allow staff to take meal break and to clean bathrooms. Latest either building would be open would be to 6pm with staff working until 7 pm to clean. Trustees suggested that there be one night that the Library would be open until 7 pm with staff leaving at 8 pm. The Director suggested staying open until 6:30 pm. The Director feels that the earliest that this could start would be April 5, which would give the Library time to inform the public.

NEW BUSINESS

The Board reviewed a quote from RD Sales to install a keyless entry system for the back door at the Main Library. There is the possibility that the cost of this could be reimbursed from COVID money. On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, voted to approve an agreement with RD Sales Door and Hardware LLC for the installation of access control for the Main Library staff door in the amount of $2,125. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director reviewed plans for Library week which is the week of April 5-10. On Motion made by Mayor Anzaldi and seconded by Trustee Gozdz, the Board, on roll call vote, voted to approve a budget in the amount of $750 for Library Week activities. Vote: Yes: Thomas Charsky,

Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director informed the Board that the County Board of Elections asked the Library to allow Election Board worker training at the Main Library as they have in the past. The Director said that the Election Board workers would be restricted to the community room and gallery. Maintenance would have to work overtime as the trainings would go until 8:30 pm. On Motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to allow the Board of Elections to use the Community Room for board worker training. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director informed the Board that the second round of the Library Construction Bond Act Grant will open with applications to be submitted between May 10 and June 4 at 4pm. The Director will explore options and report back at the April meeting.

On motion made by Trustee Ruggiero and seconded by Trustee Gozdz the Board, with all present being in favor, voted to adjourn the meeting at 8:31 pm.

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