# APPROVED MINUTES
# CLIFTON PUBLIC LIBRARY
# BOARD OF TRUSTEES MEETING
# VIRTUAL MEETING VIA ZOOM
# APRIL 21, 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, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Marianna Gozdz arrived at 7:11 pm during the Director's report. Margaret Kennedy arrived at 7:22 pm during Unfinished Business. Absent: Tracy Sterni, Mayor James Anzaldi.

## MINUTES

The Board reviewed the minutes of the March 17, 2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the March 17,2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik; No: None; Abstain: None.

## PUBLIC COMMENT

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

## DIRECTOR'S REPORT

The Director reported that since the March Board meeting, staff has spent most of its time preparing to open the library to walk-ins. Chairs and many tables were removed from the public areas. Colorful tape on the floors marked social distancing in areas where lines tend to form.

Some spaces were rearranged for better flow and functionality. The new self-checkout machines were installed by PALS Plus. Displays of materials were arranged to promote grab-and-go. Signage went up on the front doors and windows and throughout the buildings. A schedule of public hours for both contactless pickup and walk-in services was created. Publicity – still ongoing – was drawn up and posted on the Library's website and social media and was sent out to local press and contacts within the community. A message is on the digital sign on city hall property at the corner of Clifton and Van Houten. Special police officers were scheduled at Main. Staff worked with the Recreation Department to schedule "social distance ambassadors" to greet patrons at the front doors and keep capacity and total visitor counts. Staff worked with PALS Plus to make sure certain settings in the circulation system were adjusted.

The Library's reopening coincided with National Library Week. Maintenance staff hung banners on the front of each building, and the circulation staff created oversized baggies containing a few giveaways – bookmarks, puzzles, a piece of candy, and fine-free coupons. A contest was held in each building where patrons had to guess how many Hoopla uses occurred in 2020 (20,143). Closest guess without going over in each age group (kids, teens, adults) received a gift basket with a mug, small gift card, and books. Many thanks to planning committee members Cheryl Conselyea, Jillian Bielen, Jennifer Rivera, and Heather Nilsen.

Staff monitors when the patrons seem to be using the building the most and how the community is doing as we move forward. The Library is keeping in touch with the health department to determine when "sit down" activities can begin. The next step will most likely be expanding evening hours from 6:30pm on Mondays and Wednesdays by at least an hour. The Library is also hoping to provide some outdoor browsing again when the weather gets nicer. The Book Nook is also willing to let us set up a table or carts outside, and they also have some volunteers willing to do outdoor work.

The 7th Annual NJ Makers Day was held virtually on March 19-20. The event was promoted heavily on the Library's social media and website. The Children's Department had patrons pick up supplies for 2 simple craft projects at our front doors, and a tutorial video was posted on our Children's YouTube channel.

DIA, which celebrates children, literature, and culture, is usually an all-day in-person event on a Saturday in April. This year it will be an abbreviated virtual event on Saturday, April 24. Community leaders will be reading stories to the children; a music and movement portion will get kids moving to music from different countries, and the kids will be able to wear traditional cultural clothing and share their culture if they choose; and a performer will close out the event. Registration is through our website calendar. The Children's department is also seeking submissions of photos or short videos to be compiled and shown in a virtual gallery.

Patrons' use of digital materials continues to rise. Gloria Abero, with assistance from the Director, is working on a mini grant application that will allow Clifton residents without a library card free downloads of material on Hoopla to introduce to them to library services and entice them to sign up for a library card to obtain expanded access. A Clifton resident with decades of development expertise is volunteering her time to assist with the final copy of this application,

and she had put in even more time on the Dollar General grant mentioned in last month's report (results will be announced in May).

Updating the efforts to restore heat at the Main Library, Ryan, the company that installed the boiler, has been called in for assistance. They came in to diagnose the problem and were to order the parts and return the next day. However, they had to pull themselves out of the job as they determined that a plumber with backflow certification was required and they do not have a qualified person on staff. Garden State Mechanical then came in. They were able to do one aspect of the repair that got the heat back up and running and gave us a quote for another piece of work. They confirmed Ryan's assessment that a backflow specialist, which they also do not employ, be required for a certain part of the repair. Nick Alectoridis has been trying to reach out to other places since then and we are having a hard time getting responses.

DONATIONS

Unrestricted:

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|---|---|
| $ .80 | from a patron |
| $ 20.00 | In memory of Marie Marrocco from Mr. & Mrs. John Karlicki |

Restricted:

| | |
|---|---|
| $ 500.00 | In memory of Barbara Syslo from Adele Piela for books |
| $ 75.00 | In memory of Ross Anzaldi from Library Board Trustees for books |

Restricted – DEPARTMENTAL:

| | |
|---|---|
| $ 14.86 | Interest earned on EW Fund for juvenile programs. |
| $ 288.53 | Subscription refund – The Record |

## CORRESPONDENCE

President Vasilik received a letter from Mayor Anzaldi thanking trustees for their donations in memory of his brother Ross Anzaldi. She also received a letter from the Technical Services department detailing how the Library was spending money donated by trustees in memory of Ross Anzaldi.

## COMMITTEE REPORTS

## FINANCE COMMITTEE

The Board reviewed the Encumbrance Lists dated April 1, 2021 and the Claims Lists dated April 21, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote, approved the Encumbrance List dated April 1, 2021 (2021 Budget) in the amount of $26,219.60, the Encumbrance List dated April 1, 2021 (2020 Budget) in the amount of $17,001.46, the Claims List dated April 21, 2021 (2021 Budget) in the amount of $68,761.73 and the Claims List dated April 21, 2021 (2020 Budget) in the amount of $125.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik; No: None; Abstain: None.

**UNFINISHED BUSINESS**

The Board discussed the possibility of applying for a Library Bond Construction Act Grant for a new roof at the Main Library. It was the consensus of the board to have the architect prepare bid specifications pursuant to the action approved by the Board at its January meeting. The Board will consider whether to apply for the Grant at the May meeting.

**NEW BUSINESS**

The Director presented a proposal from Magic Touch Construction to perform backflow preventer work at Main Library. This is the only contractor that has responded to a request for quotes. The Director stated that staff would try to get more quotes but that this work should not be put off. On motion made by Trustee Ruggiero and seconded by Trustee White, the Board on roll call vote authorized the Director to contract for replacement of back flow preventer at the Main Library at a cost not to exceed $7290.92. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik; No: None; Abstain: None.

The Director presented a proposal from Garden State Mechanical for the installation of a Main Branch Boiler Condensate Neutralizer. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board on roll call vote authorized the Director to contract with Garden State Mechanical for the installation of a Main Branch Boiler Condensate Neutralizer pursuant to the terms of the proposal dated March 23, 2021in the amount of $958.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a proposal from Generation Services for the replacement of twelve lamps on parking lot pole lights at the Main Library. The Director stated that maintenance staff may be able to obtain the actual lamps for less than the price in the proposal but noted that the proposal also included replacement of 2 ballasts. On motion made by Trustee Charsky and seconded by Trustee Polk, the Board on roll call vote authorized the Director to contract for replacement of twelve (12) lamps on parking lot polls at the Main Library at a cost not to exceed $3384.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a request by the President of the CHS Mustang Band Parent Association for permission to use of the Main Library parking lot for a car wash fundraiser. The Director noted that this would require access to water, electricity and use of restrooms by band members and parents. Counsel noted that a certificate of insurance would be required naming the City and the Clifton Library as additional insureds. The band would like to run the fundraiser on a Saturday. The Director noted that the hours they requested would overlap with times that the Main Library

is currently open to the public for browsing and pickup. The Director will speak to the parent association president and get more information.

The Director noted that the metal framing the windows above the entrance to the Main Library is starting to rust in places and needs to be repainted. It was the consensus of the Board that staff get quotes to determine what work needs to be done and the cost of same.

The Director reported that the Library was approached by a resident who wants to make a $10,000 donation to the Library for furniture, equipment, or something else substantial. The Director will work with the resident to determine whether the resident's requirements for the gift would best be met by making the donation to the Library or to the Friends.

**TRUSTEE COMMENTS**

President Vasilik commended staff for their efforts in the reopening of the Library.

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 8:21 pm.

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