APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
MAY 19, 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, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Margaret Kennedy arrived at 7:15 pm at the end of the Director's report. Absent: Tracy Sterni.

MINUTES

The Board reviewed the minutes of the April 21, 2021 meeting. On motion made by Trustee Polk and seconded by Trustee Charsky, the minutes of the April 21, 2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, 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 noted that it has been over six weeks since the Library has been open to public walk-ins, and things have gone fairly smoothly.

On May 13, the Library stopped quarantining materials as the science is showing the risk of surface transmission is low. Other PALS Plus libraries are beginning to do the same, and the Director has consulted with the health department. The Library is continuing to have materials returned in the outdoor bins and brought to the community rooms for discharging, both to allow staff an extra space to work apart from each other and to not crowd the workroom with materials if staff cannot get to the task immediately.

The Library will begin increasing walk-in hours. On Tuesday, June 1st, staff will move back to working their normal hours during the week, between 9:00 or 10:00 a.m. and up to 9:00 p.m. Patron walk-in hours will begin at 10:00 am and go until 8:00 pm on late nights or 6:00 p.m. on shorter days. Staff hours on Saturdays will continue to be 9:00 a.m. to 3:00 p.m. for now with public hours between 10:00 a.m. and 3:00 p.m. If any patron still needs contactless pickup, it will be arranged.

After discussion with the health department, the staff is planning on beginning computer use and possibly other sit-down activities, such as studying and Wi-Fi use, beginning June 14. There is quite a bit of planning and arranging to do for those services.

For the immediate time, the capacity at the Main Library will be kept at 90 to see how traffic flows with expanded times and services. Staff is working on raising Allwood's capacity and will probably do it in increments to make sure it is manageable.

There are no plans to resume indoor programming. Children's programs for the summer are a combination of virtual and outdoor. In meetings with other directors this week, many libraries will probably resume indoor programming in September.

DIA, which celebrates children, literature and culture, was held as a virtual event on Saturday, April 24. It went very well – Gloria Abero, the Children's Dept. Supervisor, was pleased; the Library received positive feedback from participants (kids and parents); and community leaders who participated all did a wonderful job. The Director thanked Mayor Anzaldi and President Vasilik for their participation in the event.

The Library has been notified that it has received two grants. The applications for both had been spearheaded by Gloria Abero.

The first grant is the NJ State Library and Institute of Museum and Library Services CARES Act Mini Grant and totals $8,787. The project title is "Digital Literacy…from City Parks to Home and Beyond." Through extended PR efforts and staff visits (along with Key Club members) to city parks in lower income neighborhoods from June through August, the aim is to connect with residents, especially women with children, in a way that will address their timidity in seeking help from the library. The grant will cover the cost of equipment such as Chrome Books and tablets, chargers, hot spots to insure connectivity while out in the parks, printing and mailing of publicity materials, and the cost of participating in Hoopla Engage, which will allow up to 700 people who do not have library cards the ability to check out up to 5 digital items before needing to sign up for a library card to continue access.

The second grant is a Dollar General Literacy Grant in the amount of $2,950. This grant will allow staff to help expand a plan for inclusivity for special needs kids in summer reading programs. Working in collaboration with the schools, staff will develop online programs and prepare corresponding activity kits for pickup at the library. Staff will also have special toys that can be checked out, as well as books for parents.

Barbara Altilio arranged for City Green's Veggie Mobile to return to the Allwood Branch. Every other Wednesday from June 9 through August 18, from 2:30-4:00, this mobile market with straight-from-the-farm produce will be set up in the far corner of the parking lot. PR is now underway.

The Board of Elections extended their training sessions at the Main Library for 3 more nights.

Christine Althawabta has been busy investigating options for a room booking and event calendar vendor to replace Library Insight. The Director expects to have a recommendation in the summer, so that work among staff, the new vendor, and the web developer can begin in the fall to be in place by year end, when Library Insight will cease operation.

Maintenance has several projects in place. Outdoor maintenance work, such as lawn care, has begun. Nick Alectoridis purchased the bulbs for the previously approved parking lot pole light replacements for less than quoted price and is scheduling Generations to do the work. At the board's request, staff is trying to get more quotes other than the "up-to" from one vendor approved at the last meeting for the backflow preventer work; out of four more places contacted, two never responded, two came to look at the situation, and one of those presented a quote that had several issues which staff is trying to clear up.

Staff has spoken to Garden State Mechanical about potential causes of the high humidity at the end of last season. The first step would be to work with Daiken when they come in to start up the chiller and see what the chilled water temperature set point is. If adjustments to that do not help, then there may be a larger problem. The control system that operates the air handling system is antiquated and the air handling system itself is an old design that keeps a large amount of condensate water inside the air handling unit. These are two components that would be upgraded/replaced in tandem and are big projects.

DONATIONS

Restricted:

$ 1,000.00 In memory of Hilda Piela and Bertha Szewczyk from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 14.13 Interest earned on EW Fund for juvenile programs.

Miscellaneous:

Slides, pictures, ephemera from Main Library architect Jim Faridy and son Jeff

CORRESPONDENCE

There was no correspondence for the Board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance Lists dated May 1, 2021 and the Claims List dated May 19, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated May 1, 2021 (2021 Budget) in the amount of $26,010.53, the Encumbrance List dated May 1, 2021 (2020 Budget) in the amount of $125.00, the Claims List dated May 19, 2021 (2021 Budget). Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On motion made by Trustee White and seconded by Trustee Ruggiero the Board, on roll call vote approved the following personnel matters:

a. Accept the retirement of part-time Library Assistant Joyce Gitin, effective June 1, 2021;
b. Approve posting the Library Assistant position caused by Ms. Gitin's retirement for 12 hours per week;
c. Hire Lisbeth Cedano as part-time Library Assistant, 15 hours/week, $16.28/hour. Start date dependent on background check results;
d. Hire Megan Bilek as part-time Library Assistant, 12 hours/week, $16.28/hour. Start date dependent on background check results;
e. Hire Norma Barriero as part-time Page, 12 hours/week, $12/hour. Under 18; no background check required. Start date dependent on working paper completion.

Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Board discussed whether to submit a NJ Library Construction Bond Act Grant application for a new roof on the Main Library. The consensus of the Board was to proceed with putting the roof project out to bid as approved by the Board at the January 2021 meeting of the Board.

The Director noted that in order to apply for a grant to replace ceiling tiles and wall coverings, the Library would need additional funding from the City for the matching funds for the grant. Mayor Anzaldi suggested that the Director speak to the City Manager about the possibility of getting funding from the City. On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Resolution to apply for Library Bond

Construction Act Grant for the replacement of ceiling tiles and wall coverings at the Main Library. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

The Director advised the Board that the Library will exercise the lease buyout for staff copier.

The Director noted that several patrons have not returned library materials dating back to July 2020. The statute of limitations for filing a complaint in the Municipal Court is one year. The consensus of the board is for the Library to send out a letter via regular mail to these patrons and if they do not respond to then take the steps necessary to file a complaint in Municipal Court.

The Director noted that the CARES Act grant goes to the end of August and purchases must be made before then. The Director noted that she cannot wait for board approval for purchases that exceed $500. On motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board on roll call vote, authorized the Director to make all purchases necessary for performance of the Grant which will be reimbursed out of Grant funds. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

Trustee Ruggiero noted that the New Jersey Library Association is asking for library supporters to contact their state legislators to support legislation to fully fund state aid for libraries. On motion made by Mayor Anzaldi and seconded by Trustee Kennedy, the Board, on roll call vote, directed that a letter be sent by the Board to the state legislators representing Clifton asking them to support legislation to fully fund state aid for libraries. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Trustee Polk thanked the staff and the grant writers for their work.

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 8:05 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel