APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JUNE 16, 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, David White, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the May 19,2021 meeting. On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the minutes of the May 19,2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, 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. On motion made by Mayor Anzaldi and seconded by Trustee Polk, the Board, on roll call vote, closed the Public Comment. Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

On June 1st, staff went back to working their normal hours during the week, between 9/10:00 in the morning and up to 9:00 at night; Saturdays are 9:00-3:00. Weekday patron walk-in hours begin at 10am and go until 8pm on late nights or 6pm on shorter days; Saturdays are 10:00-3:00. A few patrons are still requesting contactless pickup, which is by arrangement with staff.

The Children's and Teen departments are busy planning the summer reading program. Most events will be either virtual or outside. They are also busy planning and carrying out activities described in grant applications, such as inclusive story times and programs and outreach in city parks. We have been building our relationship with the Recreation Department in working on some joint activities and doing cross promotions.

City Green's Veggie Mobile made its first appearance in the Allwood Branch parking lot last Wednesday, June 9. Coordinated by branch manager Barbara Altilio, it will be there every other Wednesday into the Fall from 2:30-4:00.

The Director met in person with Friends President Faye Levine at the end of May. We spoke or emailed a few times over the past year to touch base on the status of the Library status. Now that most of the Friends board members have been vaccinated and are getting out and about, she is aiming to have their first in-person executive board meeting in July. We discussed the Museum Pass program, which they have been generously funding. Right now, even with some extensions of memberships, we are down to a few passes. Since they are not circulating as well as usual, and most of the museums have various restrictions and reservation systems in place, memberships will not be immediately renewed. The Library will monitor the reopening progress of those museums.

As president of PALS Plus, the Director is more heavily involved in the goings-on of the consortium. This past month has been especially active as PALS Plus had its quarterly membership meeting, a personnel committee meeting, and a funding formula meeting. In addition, we are trying to schedule a strategic planning committee facilitated planning meeting in July. Although it has been hectic, the Director reported that it has been good time for her to be involved as the consortium grows and the purpose and services are changing. As one of the few big libraries, Clifton has different needs and perspectives on issues than some of the smaller members and it is important to have a voice in many of these matters.

After being completely cancelled last year, the annual NJLA conference was held virtually June 3 and 4 on a platform called pheedloop. It allowed for a variety of ways to interact with others, including chats with other attendees, group meetups, comments and questions to presenters and other participants in sessions, attendance in a virtual exhibit hall, perusal of contributions to the poster sessions, shopping in the NJLA store, and the ability to collect chances to enter into raffles. Librarian Khusboo Rana and the Director attended. The theme was "All In" and many sessions focused on diversity and inclusiveness.

The HVAC at Allwood has been going down recently at Allwood. Garden State Mechanical has been able to get it back up and running but they cannot access the automation system to

determine what the problem is. The Library is consulting with a control technology company to work in conjunction with Garden State Mechanical on the issue.

The HVAC at Main has been up and running, but humidity issues persist and the building doesn't always feel like a consistent temperature throughout. Since the last board meeting, Daikin has come in to start up the chiller for the season. At request of Garden State Mechanical, they raised the chill set point to see if that helps. So far, it has not. Garden State Mechanical will be speaking about this to us once more, but most likely we will have to move on and contract with an engineer to determine a solution to the bigger problem of an antiquated control system, chilled water coils that have been problematic, and antiquated air handlers.

DONATIONS

Unrestricted:

$ 27.18	Canister

Restricted:

$ 200.00	In memory of Mary Hetzer from the Library Board of Trustees for books

Restricted – DEPARTMENTAL:

$ 7.22	Interest earned on EW Fund for juvenile programs
$ 7.00	For the Allwood Branch from a patron
$ 110.00	In memory of Mary Hetzer from the library staff for juvenile programs
$2,950.00	Dollar General grant for summer reading program

CORRESPONDENCE

President Vasilik received letter form technical services department with list of books purchased with donations received in memory of Mary Hetzer, grandmother of Library Director Tomczak.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance Lists dated June 1,2021 and the Claims List dated June 16, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated June 1, 2021in the amount of $73,163.27, the Claims List dated June 16, 2021 in the amount of $17,309.69. Vote: Yes: Thomas Charsky, Margaret Kennedy, 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 Polk and seconded by Trustee Kennedy, the Board on roll call vote accepted the resignation of full-time Library Assistant Jillian Bielen effective close of business June 30, 2021. Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero,

Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director contacted City Hall about getting matching funding for a NJ Library Construction Bond Act application for the repair of wall covering and ceiling tiles damaged by the roof leaks at Main. The application was submitted. The City Council approved matching funding at the June 15 council meeting.

The Director reported on progress with the reopening process. The library will begin computer use June 21 with a 2-hour time limit**.** Furniture will be slowly put in place to allow reopening of seating the week of July 5.

Director is planning on opening the Main Library community room for use of the full room only. With bookings to begin in July. Allwood community room would open in the fall.

NEW BUSINESS

The board discussed whether they should resume in person meetings. The consensus was to remain with the schedule set up at the February meeting, that is to meet via Zoom in July and August and resume in person meetings in September.

The Director noted that the strategic plan has expired. The Board discussed working on a short-term extension until the pandemic is over. Trustee Charsky asked for a summary of the current strategic plan and what goals were accomplished and what goals were not. The Director will work with President Vasilik on a short term revision of the strategic plan.

TRUSTEE COMMENTS

President Vasilik congratulated staff on the 2 grants awarded to the Library.

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 7:43pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel