APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JULY 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, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Tracy Sterni joined the meeting at 7:10 pm during the Director's Report. Margaret Kennedy joined the meeting at 7:14 pm during the Director's Report. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the June 16, 2021 meeting. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the minutes of the June 16, 2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the board. Without objection, President Vasilik closed the Public Comment portion of the meeting.

DIRECTOR'S REPORT

The reopening process continues with restricted computer use having begun on June 21 with a 2-hour time limit. Printer and photocopier use is rising, and there has been some FAX machine

usage at Main. On July 6, some tables and chairs (desk chairs, not armchairs) were made available for patrons to use while studying, and the quiet study room at Allwood was opened. There have been some bookings and usage of the community room at Main.

Tom Hawrylko of the Clifton Merchant is working with staff to gather pictures and photos of what's happening in the library right now. Publicity in the magazine will help spread the word that Library is open.

The Children's and Teen departments' summer programs have begun. Many programs are virtual, but several have been held outdoors already, including the kickoff, programs done in conjunction with 4-H and the Recreation Department, and park visits as part of our mini-grant outreach project. The Library worked with the Recreation Department on installation of a StoryWalk© at Richardson Scale Park, which places a children's story book along a walking route. This is available for the public to enjoy any time, but programs in conjunction with the Rec Dept. draw attention to this new asset with staff on hand to guide participants and crafts to work on.

The FRIENDS executive board met on July 12 for the first time since the shutdown. They will resume their monthly board meetings in September. A semi-annual meeting is penciled in for the afternoon of November 16, with local author Michael Gabriele as the guest speaker. They hope to get the Gift Gallery merchandised and ready for sales for the holiday season.

The Master Gardeners Association of Passaic County and the Clifton Garden Club have been generous with their time and their funds this year. Master Gardener Kathy Sauerborn spent time planning and shopping and coordinated plans with the maintenance department. Along with others in the groups, work was done in the back courtyard area at the Main Library, as well as around the glass window wall area on the front corner of the building. They then spent time at the Allwood Branch, working mostly on the parking lot side. The maintenance department staff also put in physical work helping them out, mulching and making sure the areas stay weeded and watered. Kathy will be doing an outdoor program on tomatoes at Allwood on Friday, July 16 and had a limited number of tomato plants to give away courtesy of a local garden center.

Before the shutdown, the Library had to have some of the Allwood shelving replaced. In a very rare situation, a problem in the manufacturing process led to a faulty paint finish, resulting in some bubbling, peeling and/or rusting. Creative Library Concepts worked through the situation, determining the problem and getting replacements at no charge. Since then, additional problems have been found a few more areas; CLC came in again to inspect and is working with the company that took over the previous manufacturer to get replacements at no charge again. This will take a while – as with everything else at the moment, there is a long backorder time.

At Allwood, the independent HVAC unit in the Quiet Study needed attention and more refrigerant.

At Main, a problem in the community room was determined to be due in part to clogged strainers. This was fixed. Belts failing in the upstairs air handler were replaced.

The HVAC at Main has been up and running, but humidity control issues remain and the building does not always feel like a consistent temperature throughout. The Library is working on getting quotes from engineers for doing an inspection and report with proposed solution(s) and cost estimates so that educated capital requests can be made to the City when the time comes in November.

The recent stormy weather has been problematic for the Main Library roof. The torrential storm on the afternoon of July 8 resulted in water pouring in the business office (and dripping elsewhere). By the next morning, a few ceiling tiles had collapsed. A few days (and more rain) later, the building had to be evacuated when the fire alarm went off. It was later determined to be a short in a heat sensor in the community room, where new leaks occurred. The architect is moving ahead as scheduled with the bid specs for the new roof and the project should be going out to bid shortly.

Both buildings (especially Allwood) have brief power outages and blips which affect the HVAC, computers and other electronics.

DONATIONS

Unrestricted:

Restricted:

$ 60.00 In memory of Kevin Cooper and Lucy Rapuano from Lizz Gagnon for books

$ 1000.00 In memory of Janine Piela from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 6.99 Interest earned on EW Fund for juvenile programs

$ 250.00 For the juvenile summer reading program

CORRESPONDENCE

There was no correspondence for the trustees.

COMMITTEE REPORTS

FINANCE COMMITTEE

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

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated July 1, 2021in the amount of $23,270.16, the Claims List dated July 21, 2021 in the amount of $70,745.92.
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, hired Eduard Jurado as full-time Library Assistant, start date August 1, on Step 3 of the following salary scale currently in use: Step 1 - $ 30,830.52; Step 2 - $32,139.52; Step 3 - $33,448.53; Step 4 -$34,757.53; Step 5 - $36,068.57; Step 6 - $37,377,56; and approved an unpaid leave of absence to Rachel Saborio, part-time Library Assistant, for 1 month beginning July 27.
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 spoke with John Biegel, Clifton Health Officer, about use of the Community Rooms. He suggested that Main Library Community Room be kept at full room and that Allwood open in September.

After Labor Day, the Director feels that the Library can return to closing at 9pm Monday-Thursday and 5pm on Saturday.

Some patrons have objected to the mask policy and have left without entering the building. Others have taken the disposable mask offered by the Library staff.

NEW BUSINESS

The Director described HVAC issues in the Main staff room and presented a quote from Garden State Mechanical to rectify the problems. On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved an agreement with Garden State Mechanical in accordance with the quote dated June 28, 2021 in the amount of $1,530.
Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director described issues with the HVAC controller maintenance contract at Allwood. The board reviewed a proposed contract from HVAC Control Technology, Inc. Counsel advised that a second quote would be needed. The board asked the director to get additional quotes.

The Director presented a quote from Dell Computers for 6 computers and monitors for Public and staff use. On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, authorized the Director to spend up to $5,830.14 to purchase 6 computers and 6 monitors subject to review by the Technology Committee.
Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a request from the Board of Elections to use the community room at Main for early voting. The Director will speak to the Board of Elections to get further information.

The Board reviewed the Operations Plan for Summer 2021-December 2022 proposed by the Director. On motion made by Trustee Polk and seconded by Trustee Sterni, the Board, on roll call vote, approved the Operations Plan for Summer 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.

On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved a budget of $1,000 for staff appreciation day in September.
Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Mayor Anzaldi asked if the Library could charge for programs. It was the consensus of the board that this would go against the philosophy of a Free Public Library.

President Vasilik complimented the Master Gardeners working at the Library.

On motion made by Trustee White and seconded by Trustee Kennedy the Board, with all present being in favor, voted to adjourn the meeting at 8:02 pm.

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