APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
OCTOBER 20, 2021

The meeting was called to order at 6:31 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 in the annual meeting notice and the amended annual meeting notice to the Record, the Herald News, the Clifton Journal, posted on the Clifton Public Library Website and in the Clifton Public Library and filed with the Clifton City Clerk.

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. Marianna Gozdz joined the meeting at 6:37 pm during the Director's Report.

MINUTES

The Board reviewed the minutes of the September 22, 2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the September 22, 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.

The Board reviewed the minutes of the executive session of the September 22, 2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee White, the minutes of the executive session of the September 22, 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; No: None; Abstain: President Patricia Vasilik.

PUBLIC COMMENT

No one addressed the board. On motion made by Trustee Polk and seconded by Trustee White, 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

The contract for the roof was prepared by the architect and reviewed by counsel. Counsel sent the contract to the contractor. The contractor indicated that the contract will be signed and returned this week.

The United Way of Passaic County donated 100 backpacks with a Scholastic book kit that were given out in the Easy Readers book club sessions and music therapy events, during the summer reading grand finale and more.

PALS Plus has another new member! The Belleville Public Library went live on October 1. There are now 22 libraries in the system.

City Green's Veggie Mobile has one more visit to Allwood on their original schedule – October 27. They asked to do an additional visit on November 10 along with Rutgers Institute of Health, which will provide free health screenings. To take advantage of extra people milling about, we will hold a "Book Nook Blowout Sale" in the community room from 2:00 – 7:00.

Librarian (and Allwood Branch Manager) Barbara Altilio attended the recent New York Comic Con at the Javits Center. She would normally come back with lots of giveaways (books, posters, etc.) that the Library would then use as raffles or prizes throughout the year, but this year there was none of that, unfortunately, as exhibitors scaled back – and some usual ones were not there at all.

The Main Library will be a polling location for the newly legislated Early Voting process. Nick Alectoridis and the Director met with Ken Hirmann, Passaic County Board of Elections Administrator, to go to over logistics such as space planning, tech requirements, signage, etc. Early voting is from October 23-31, 10am-8pm Mon-Sat, 10am-6pm Sun. Maintenance staff is scheduled to work when poll workers are present and the Library will be reimbursed for most, if not all of the overtime staff is scheduled beyond regular hours.

The FRIENDS are having their next semi-annual meeting on Tuesday, November 16 at 1:00. Featured guest is Michael Gabriele, speaking about his second book on diners.

DONATIONS

Restricted:

$ 1000.00 In memory of Richard and Mark Piela from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 6.99 Interest earned on EW Fund for juvenile programs

$ 20.00 From a patron for Allwood

CORRESPONDENCE

There was no correspondence for the trustees.

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

The committee reported that the City has 2 levels of background checks. The first is the same as the one the Library has been using. It is comprehensive: fingerprints, checking state and national databases. New hires must make an appointment and go to the company's office. The Library reimburses the cost (currently $42) after the employee becomes permanent at 3 months and provides the receipt. The City has another company it uses for quick screenings of temporary and seasonal employees, volunteers, etc. This is done online and is $15, which the company bills directly to the City. If the Library were to use this company it would set up a library account. This screening checks national registries that pull information from counties, not municipalities, so it is broader.

The Board discussed whether to extend background checks to new hires under the age of 18 and to volunteers. It was the consensus of the Board that background checks should not be extended to either group.

The Director summarized the discussion held within PALS Plus as to whether to eliminate fines for late return of materials. PALS Plus will have further discussion in the spring about this.

FINANCE COMMITTEE

The Board reviewed the Encumbrance Lists dated October 1, 2021 and the Claims List dated October 20, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated October 1, 2021in the amount of $60,611.57 the Claims List dated October 22, 2021 in the amount of $65,794.04. Vote: Yes: Thomas Charsky, Marianna Gozdz, 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 Ruggiero, seconded by Trustee White, the Board, with all present being in favor, voted to meet in executive session to discuss personnel matters at 7:24 pm.

The Board reconvened at 7:33 pm with the following trustees present Thomas Charsky, Mariana Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the hiring of Tatiana Gonzalez as Page, part-time 12 hours/week, $12/hr. Start date dependent on background check results. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

On Motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote, approved a plan, subject to approval by the Civil Service Commission to pay the Administrative Clerk for 67 hours of vacation time in lieu of using that time off. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board discussed the Director's recommendation to purchase new meeting tables. The Director presented a proposal from KI, a vendor with an approved cooperative contract by the Educational Services Corporation of New Jersey.

On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, voted to purchase 12 meeting room table from KI in the amount of $13,926.82. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: President Patricia Vasilik; Abstain: None.

The Board reviewed a proposal by Generations Services to repair a Main Library pole light, troubleshoot and repair a walkway light fixture, and replace a timer. The Maintenance Supervisor noted that a second timer clock must also be replaced and is not part of the proposal. On motion made by Trustee Sterni and seconded by Trustee White, the Board, on roll call vote, voted to authorize the Director to contract with Generations Services to repair the Main Library pole light, repair a walkway light fixture and replace the timer clocks at a cost not to exceed $2,500. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director advised that the maintenance department needs a pole trimming chain saw. She presented two quotes. On motion made by Trustee Polk and seconded by Trustee Gozdz, the Board, on roll call vote, voted to authorize the purchase of a Stihl pole trimming chain saw from Complete Saw and Garden Equipment Service at a cost of $690.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Director reported that mold has been found in the Allwood Branch story time room. The Director received a quote from SERVPRO to clean the room, carpet, walls, ceilings, light fixtures, upholstered chairs and windows at a cost of $5,054.86, however the estimate contained sales tax and it was not clear if the estimate included the cleaning of hard surface furniture. The Director advised that this was recently discovered and SERVPRO was the only vendor

contacted. Trustees wanted the Director to get at least one additional quote, however they did not want to delay work on the cleanup. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to authorize the Director to get at least one additional quote to clean the Allwood Branch story time room and to contract with a vendor to clean the Allwood Branch story time room and the contents and surfaces therein at a cost not to exceed $6,000. Vote: Yes: Thomas Charsky, Marianna Gozdz, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

There were no trustee comments.

On motion made by Trustee Polk and seconded by Trustee Ruggiero the Board, with all present being in favor, voted to adjourn the meeting at 8:01 pm.

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