APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 22, 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 in the 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. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the August 18,2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the August 18,2021 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 Trustee Ruggiero and seconded by Mayor Anzaldi, 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 Director reported on the impact of Tropical Storm Ida on the Main Library. Staff was sent home at 8:00 pm on Wednesday, September 1. Sometime after 10:00 pm, alerts were received that the Main Library fire alarm was going off. Based on experience, it was suspected that this was caused by a wet detector. Normally library officials would meet with the fire department on site but conditions made that impossible. After several attempts to connect with either police or fire departments, Christine Althawabta spoke with dispatch and the Director spoke with the fire chief. All units were performing water rescues.

On the morning of September 2, it was determined that the library could not open due to poor conditions around the city and potential staff shortages. The Director met David Vasilik from the maintenance department at Main to walk through the building and grounds to assess what happened. As expected, the roof had terrible leaks, and they discovered the bad smoke detector to be in the business office. There was no groundwater flooding, broken windows, loss of power or anything else, and the property (including the park) was not as bad as expected. At Allwood, the basement had water. Many items are stored up from the floor. There was a total of 36 boxes of files that got wet. Many of them were ones that were due to be destroyed anyway. Chris tried to dry off what seemed salvageable and still needed; others will need to be approved by auditors. Arrangements with the shredding company (which had storm troubles of its own) to shred or burn the soaked files. A total of 53 boxes were picked up on September 15. David and others spent the next few days constantly cleaning and disinfecting the basement as the water receded.

The Library was able to reopen on Friday. September 3. Several staff members had major issues with their homes. Passaic Valley Water Commission's water supply was contaminated and the Main Library remains under a "boil water" advisory. Some patrons came in to use computers or get help on their own devices to fill out FEMA forms.

The Master Gardeners Association of Passaic County and the Clifton Garden Club have continued their work in both locations over the past month. The Library is thankful for their time and effort.

City Green's Veggie Mobile continues to visit Allwood every other Wednesday at 2:30; remaining visits for the season are scheduled for September 29, October 13 and 27.

The Library has begun doing Homebound visits again. The Director met with a group of staff members from both buildings, including librarians and circulation workers, to discuss logistics. Joel Colon, Sr. Library Assistant, will handle deliveries on the Main side of the city; Matt Agnoli, Library Assistant, will handle the Allwood side. The Library is happy to restart this service, as these are people who have been very isolated during the pandemic.

Maintenance has been busy with storm cleanup, time spent searching for supplies and reaching out to vendors. Staff is eager to get the HVAC study done that was approved at the last meeting, since humidity in the building and overcooling remains an issue. Chairs not being used in the Main Library have been moved out of the building when a substance on them, believed to be mold, was discovered. Maintenance staff is looking into cleaning options, hoping they are salvageable.

Reports were due on September 15 for both the CARES Act Mini-Grant we received from the State Library and Institute of Museum and Library Services, and the Dollar General Literacy Grant. For the mini-grant, the Library assisted approximately 400 people during visits to the parks (Main Memorial, Nash, Washington, and Mt. Prospect; as well as Sullivan Square in Botany Village). The goal was to increase patrons' digital literacy by answering whatever questions they had regarding using smartphones, tablets, etc. to search for jobs, fill out school paperwork or help their kids with homework, and use library digital resources for study, work or leisure. It was a great deal of work and an intense schedule as the grant only allowed a few

months for projects to be executed. Lead by Children's Department Supervisor Gloria Abero, the staff of the children's department, the maintenance department, and Christine in the office also put in a lot of time and effort. The literacy grant focused on efforts to make the summer reading program more inclusive for kids of differing abilities. Children's department staff met with various specialists from the school system for insight and training. A book collection for parents was started. Special sensory toys were purchased and cataloged (thank you, Carol Loden and other Tech Services staff), and an art teacher specializing in children with different abilities and a music therapist were hired for special programs.

DONATIONS

Unrestricted:

Restricted:

$ 60.00 In memory of Theodore Chan from Mr. & Mrs. James Zbikowski for books

Restricted – DEPARTMENTAL:

$ 7.22 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the trustees.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance Lists dated September 1, 2021 and the Claims List dated September 22, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated September 1, 2021 in the amount of $86,688.45 the Claims List dated September 22, 2021 in the amount of $36,405.80. 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 Ruggiero, seconded by Trustee White, the Board, with all present being in favor, voted to meet in executive session to discuss personnel matters at 7:18 pm.

The Board reconvened at 7:32 pm with the following trustees present Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik.

On motion made by Mayor Anzaldi and seconded by Trustee Kennedy, the Board, on roll call vote, accepted the resignation of part-time Page Norma Barreiro effective August 24, accepted

the resignation of part-time Page Jessica Santana effective September 21, accepted the resignation of part-time Library Assistant Rachel Saborio, effective October 1, hired Brigette Rosario as Page, 12 hrs/wk, $12/hr.start date dependent on results of background check, hired Grace Gomez as Page, 12 hrs/wk, $12/hr. start date dependent on results of background check, increased the permanent hours of current part-time Library Assistant Megha Barot from 24 hours over 2 weeks to 27 hours over 2 weeks, effective the week of September 27, increased the permanent hours of current part-time Library Assistant Maharsh Barot from 24 hours over 2 weeks to 27 hours over 2 weeks effective the week of September 2, and increased the permanent hours of current part-time Library Assistant Teresa Lazo-Iwachow from 28 hours over 2 weeks to 32 hours over 2 weeks. Vote: Yes: Thomas Charsky, Margaret Kennedy, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi; No: None; Abstain: President Vasilik.

UNFINISHED BUSINESS

NEW BUSINESS

On motion made by Mayor Anzaldi and seconded by Trustee White, the Board, on roll call vote, awarded the Main Library Roof Replacement contract to the low bidder, MAK Group, LLC on their bid of $397,758.00. 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 and the Board discussed various staffing needs. The Director noted that the second position in the business office has not been filled. Also, there are several buildings and grounds projects (Roof, Chillers, Phone upgrades, Allwood parking lot lighting and others) that need attention. There is no technology staff person to oversee the tech issues. The Director feels that an Assistant Director is needed and will meet with the Personnel committee to review staffing needs.

Library Counsel suggested that the board begin meetings earlier. The consensus of the board was to start meetings at 6:30 pm. On motion made by Trustee Charsky and seconded by Trustee Sterni, the Board, on roll call vote, changed the start time of the regular meetings of the board to 6:30 pm. .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

There were no trustee comments.

On motion made by Trustee Sterni and seconded by Trustee White the Board, with all present being in favor, voted to adjourn the meeting at 7:58 pm.

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