APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 15, 2021

The meeting was called to order at 6:30 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, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Margaret Kennedy, David White. Marianna Gozdz joined the meeting at 7:01 pm during the executive session. Mayor Anzaldi left the meeting at 7:10 pm during the executive session.

MINUTES

The Board reviewed the minutes of the November 17, 2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Sterni, the minutes of the November 17, 2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the executive session of the November 17, 2021 meeting. On motion made by Trustee Polk and seconded by Trustee Ruggiero, the minutes of the executive session of the November 17, 2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni; No: None; Abstain: President Patricia Vasilik.

PUBLIC COMMENT

No one addressed the board. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, with all present being in favor, closed the Public Comment.

DIRECTOR'S REPORT

Green Standards Ltd., a "specialized environmental firm that works with corporations and government organizations to responsibly redistribute surplus office furniture, equipment and supplies," was in touch to see if the Library was interested in receiving any furniture, as a donation, from an office closure in Woodcliff Lake. Requests were made for certain items (tables, chairs,

filing cabinets, refrigerator and microwave, etc.). Most of the requests were approved; the library has received the items and will put them to good use.

As mentioned previously, the FRIENDS have started meeting again. The November semi-annual meeting featuring author Michael Gabriele speaking about his second book on diners was a big success. This month, a concert by the Mike Luipersbeck Trio was also well attended and drew lots of compliments. (Of note, the library piano was tuned before the concert and the pianist was happy with it.) A Panera fundraiser was held on December 8 and a Five Below fundraiser is being planned for later this month. At the semi-annual meeting, the FRIENDS presented the library with a check to fund the museum pass program. Decisions on which memberships to begin or renew will be made after the holidays.

Allwood Branch Supervisor Barbara Altilio, who has been coordinating the library's participation in the NJ Makers Day program since its inception, applied for a grant to purchase a Cricut (a computer-controlled machine for home crafters that cuts paper, vinyl, felt, fabric, etc.) and related supplies. The machine can be used during Makers Day and during individual programs for all ages throughout the year, as well as for staff projects.

The Director passed along the thanks of Children's Department Supervisor Gloria Abero for allowing a local author, Clifton school media specialist Shanna Polan, to sell her book, "Sammy the Sock," after her program. There was so much interest in her program that registration filled up immediately, and Shanna agreed just days beforehand to add a second program to the same day to accommodate more people. It was a very successful event all around.

The Children's Department also had an excellent "Winter Wonderland" virtual program by Turtle Dance Music, who has performed at the Library before; Ms. Abero said that this was the performer's best show yet.

Christine Althawabta and the Director recently had a brief, informal meeting with the city health department, community police, St. Peter's/city social worker regarding some homeless people in the area of the library and Main Memorial Park. They are trying to assist the homeless to whatever extent possible regarding food, clothing and hygiene, and shelter.

The Director has needed to reach out to the police and middle school recently regarding troublesome behavior by a particular teenage boy and to a lesser extent, two girls that hang out with him. The two girls have been identified but the boy has not. To date none of them have returned to the Library. With nothing criminal done, there's nothing more for the police to do, but the situation is on their radar.

Building Maintenance Supervisor Nick Alectoridis met with Christine and the Director to go over our list of capital projects. The Director will organize the list and will discuss this the Building and Property Committee sometime after the New Year. Meanwhile, the capital request for the HVAC project was submitted to the city for consideration.

Senior Maintenance worker David Vasilik and the Director attended the city's annual mandatory Bloodborne Pathogens review.

Landscapers, approved at last month's board meeting, came to do their work.

The Director met with librarians to review and discuss updates to the Library's Collection Development Policy. Edits will be made and forwarded to the board's Planning and Policy committee before presentation to the board for adoption.

DONATIONS

Unrestricted: None

Restricted:

$ 100.00	In Memory of Marjorie Blum from Beverly Cholewczynski for books
$1,000.00	In Memory of Janine Piela from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 1,500.00	FRIENDS ($900 for Museum passes / $600 for musical performances)
$10,000.00	In Memory of Olga Vapnar from brother Michael Vapnar for the following purpose: "To facilitate the educational library experience, including furniture or media assets as the director of the library deems appropriate"
$ 10.27	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the trustees.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

On motion made by Trustee Ruggiero, seconded by Trustee Charsky, the Board, with all present being in favor, voted to meet in executive session to discuss personnel matters and the status of collective negotiations with CWA at 6:45 pm.

The Board reconvened at 7:17 pm with the following trustees present: Thomas Charsky, Mariana Gozdz, Richard Ruggiero, Barbara Polk, Tracy Sterni, and President Patricia Vasilik.

On Motion made by Trustee Sterni and seconded by Trustee White, the Board, on roll call vote, approved the hiring of Shanthi Kandala as Library Assistant 12 hours per week at $16.28/hour start date dependent on successful background check. Vote: Yes: Thomas Charsky, Mariana Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni; No: None; Abstain: President Patricia Vasilik.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated December 1, 2021 and the Claims List dated December 15, 2021.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated December 1, 2021in the amount of $74,753.36 the Claims List dated December 15,2021 in the amount of $27,159.76. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a revised draft 2022 budget.

UNFINISHED BUSINESS

The Director presented a quote from Tomahawk Professional Services for the cleanup of the Allwood Branch. Last month the director had presented a quote from ServePro. A third vendor who met with staff on site to view the project site never presented a quote. The Director will proceed with ServePro as the lower quote.

NEW BUSINESS

The Director recommended the Board adopt the Resolution appointing PALS Plus Voting Representative as provided in the board packet. On motion made by Trustee Sterni and seconded by Trustee Ruggiero, the Board, on roll call vote Approve Resolution appointing PALS Plus Voting Representative and Alternate. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, President Patricia Vasilik; No: None; Abstain: None.

The Director presented a Resolution to award a contract to Brodart for the purchase of books and other library materials. On motion made by Trustee Sterni and seconded by Trustee Polk, the Board, on roll call vote Approve Resolution authorizing award of non-fair and open contract with Brodart Co for the purchase of books and other library materials. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, President Patricia Vasilik; No: None; Abstain: None.

The Director presented a Resolution adopting the Library's Cash Management Plan for 2022. On motion made by Trustee Sterni and seconded by Trustee Charsky, the Board, on roll call vote Approve Resolution setting forth 2022 Cash Management Plan Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni, President Patricia Vasilik; No: None; Abstain: None.

The Director presented a proposal form Generations Services for electrical work at the Main Library. It was the consensus of the trustees present that additional quotes be obtained.

The Director noted that the board usually adopts a Sunday schedule for the first part of the year in the fall. It was the consensus of the board that given the recent dramatic increase in the outbreaks of COVID-19 infections that the Library not open on Sundays at this time.

TRUSTEE COMMENTS

The trustees wished everyone a Merry Christmas and a Happy, Healthy New Year.

On motion made by Trustee Polk and seconded by Trustee Charsky the Board, with all present being in favor, voted to adjourn the meeting at 7:39 pm.

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