APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
JANUARY 19, 2022

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 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, David White, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz, Margaret Kennedy. Tracy Sterni joined the meeting at 7:00 pm during new business.

MINUTES

The Board reviewed the minutes of the December 15, 2021 meeting. On motion made by Trustee Polk and seconded by Trustee White, the minutes of the December 15, 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.

The Board reviewed the minutes of the executive session of the December 15, 2021 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the executive session of the December 15, 2021 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi; No: None; Abstain: President Patricia Vasilik.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director noted that since the December board meeting COVID cases skyrocketed. Due to some staff taking time off at year end and a few COVID situations, the Director spoke with President Vasilik about the possibility of closing the buildings to walk-ins as the Library had to operate with a skeleton crew. Fortunately, that was not necessary. The Director has been on several Zoom meetings with directors both locally and statewide over the past few weeks and it's been a concern for everyone.

The Library had a delayed opening of 1:00 pm on Friday, January 7 due to an overnight snowstorm.

As directed at the November meeting, the Director sent in a capital request to the city for the Main Library HVAC. The Director has consulted with Crane Associates to obtain a quote for project design services, which should be completed by the February meeting. The Director also inquired about dehumidifiers for this year's cooling season. Crane would be able to help with that process. A quote for this service was included in the board packet.

Servpro came in to work on the story time room at Allwood on January 11. Branch Manager Barbara Altilio observed that they were very thorough in their work. Remaining air scrubbing and dehumidifying equipment was removed on January 13.

Two Toilet flushometers broke and staff obtained quotes from two plumbers to repair. Thereafter, other flushometers broke and immediate attention was required. The Director decided to contract with Gemini Mechanical, the lower of the two quotes, to make the necessary repairs.

The Library received official notice that the State has awarded the Library a NJ Library Construction Bond grant. Staff will work to complete the necessary paperwork as well as working with the architect on the bid process. The actual project will be done after the roof and skylights are done (which should be in the spring).

Administrative Clerk Christine Althawabta has been working diligently on the new room booking and website calendar project. The relationship with the previous vendor ended at the end of December, when they went out of business, and the new vendor components are now up and running on the website. Staff members who typically book programs for the library were trained and had some input on functional development, and the Library's website vendor assisted with implementation as well.

AARP is returning to provide tax assistance this year. They have a different procedure with regards to the way people make appointments and returns are prepared. They are trying to minimize the amount of time people spend in the library, and they have their own set of safety protocols in addition to working with whatever parameters we have in place.

The Director reported that she has completed her terms on the PALS Plus Executive board, the last two years of which were as Vice President and then President. The Director will continue

her involvement with PALS Plus, as Vice Chair of the Policy Committee and member of the Personnel Committee. It is very important as one of the largest libraries in the group to stay involved and provide input. Other staff members serve on various committees as well.

DONATIONS

Unrestricted:

$ 10.00	From Sandra Gomez (paypal)
$ 120.00	From Joseph Chomski (paypal)
$ 27.07	Canister

Restricted:

$ 25.00	In honor of Adele Piela from Mr & Mrs Richard Szewczyk for books
$ 15.00	To the Children's room from Emilie Beldie
$ 15.00	To the Children's room from Greyson Beldie
$ 1,000.00	In Honor of staff & Bd of Trustees from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 50.00	For Allwood from Ruth Dunham
$ 10.62	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 List dated January 1, 2022 and the Claims List dated January 19, 2022 (2022 Budget) and the Claims List dated January 19, 2022 (2021 Budget). On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated January 1, 2021in the amount of $43,521.75, the Claims List dated January 19,2022 (2022 Budget) in the amount of $59,526.77 and the Claims List dated January 19,2022 (2021 Budget) in the amount of $26,291.65. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a revised draft 2022 budget. On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the 2022 Budget as presented. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Director presented a Resolution to award a contract to Baker & Taylor 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 Baker & Taylor LLC for the purchase of books and other library materials. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed proposals for elevator service from Standard Elevator, Library Elevator and EMCO Elevator Service. The Director recommended that the contract be awarded to Standard Elevator as they have serviced the elevator since 1999 and have the lowest price. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the contract with Standard Elevator per the proposal provided to the Library dated December 1, 2021. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed proposals from Gemini Mechanical LLC and Magic Touch Construction to replace 3 season toilet flushometers at the Main Library. Trustee Ruggiero found a website which states that these fixtures have a 36 month warranty. It was the consensus of the Board to have the Director consult with the City to see if these fixtures, which were installed by the City using COVID money, are under warranty.

The Board reviewed a proposal from Crane Associates for engineering services for temporary dehumidification of the Main Library. On motion made by Trustee Sterni and seconded by Trustee Polk, the Board, on roll call vote approved the proposal from Crane Associates for engineering services for temporary dehumidification of the Main Library at a cost not to exceed $5,000.
Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Traci Sterni, David White, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On motion made by Mayor Anzaldi, seconded by Trustee Polk, 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 7:11 pm.

The Board reconvened at 7:49 pm with the following trustees present: Thomas Charsky, Barbara Polk, Richard Ruggiero, Traci Sterni, Mayor James Anzaldi, President Patricia Vasilik. Counsel announced that no action was taken in the executive session.

TRUSTEE COMMENTS

There were no comments by the Trustees.

On motion made by Trustee Ruggiero and seconded by Trustee Charsky the Board, with all present being in favor, voted to adjourn the meeting at 7:50 pm.

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