APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
VIRTUAL MEETING VIA ZOOM
FEBRUARY 16, 2022

The meeting was called to order at 6:32 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, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr.
Absent: Marianna Gozdz, Tracy Sterni and David White.

ELECTION OF OFFICERS

Library Counsel assumed the chair for the purposes of conducting the election of officers.

Mr. Ruggiero nominated Patricia Vasilik for President. The nomination was seconded by Ms. Polk. On motion made by Mayor Anzaldi, seconded by Mr. Charsky, the Board on voice vote with all voting in the affirmative, closed the nominations for President. Ms. Vasilik was elected as President on roll call vote as follows:
Vasilik - Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

Ms. Polk nominated Richard Ruggiero for Treasurer. The nomination was seconded by Mr. Charsky. On motion made by Mayor Anzaldi, seconded by Mr. Ruggiero, the Board on voice vote with all voting in the affirmative, closed the nominations for Treasurer. Mr. Ruggiero was elected as Treasurer on roll call vote as follows:
Ruggiero - Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

Ms. Vasilik nominated Barbara Polk for Secretary. The nomination was seconded by Mr. Charsky. On motion made by Mayor Anzaldi, seconded by Mr. Ruggiero, the Board, on voice vote with all voting in the affirmative, closed the nominations for Secretary. Ms. Polk was elected as Secretary on roll call vote as follows:
Polk - Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

President Vasilik assumed the chair for the remainder of the meeting.

MINUTES

The Board reviewed the minutes of the January 19, 2022 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the January 19, 2022 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the executive session of the January 19, 2022 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the executive session of the January 19, 2022 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Richard Ruggiero, Mayor James Anzaldi; No: None; Abstain: Barbara Polk, President Patricia Vasilik.

PUBLIC COMMENT

No one addressed the board. On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, closed the Public Comment. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

DIRECTOR'S REPORT

The Director reported that the library closed on Saturday, January 29 for a snowstorm and closed at 1:00 on Friday, February 4 due to bad weather with icy conditions.

Crane Associates arranged for a representative from Mobil Air, a subcontractor of Weston Solutions, to meet with maintenance supervisor Nick Alectoridis and the Director at Main Library on February 10 for a review of Library's dehumidification needs. Crane had shared their study with Weston as well.

Shelving at Allwood that was peeling or rusting was replaced on January 25. The vendor also left a few extra shelves and will be sending the Library touch up paint.

DPW workers came to work on our toilets. They got some running and gave Nick Alectoridis the information (for parts and how-to) on other ways to fix the toilets.

The contractor for the Main roof project was in touch with the Director and architect George Held to do certain paperwork and other preparation in anticipation of work being done in a few months.

The Library has received a packet of paperwork and an outline of submission deadlines with regards to the NJ Library Construction Bond Act grant. Due first is a questionnaire, which the Director reviewed with library counsel Michael Cerone and will submit same shortly. Shortly the library board and city will need to adopt resolutions, proof of matching funding, and the grant agreement. I have forwarded our award letter to city manager Nick Villano and asked him to share with the council members.

The State Aid report has opened up. Administrative Clerk Christine Althawabta has been compiling and entering financial and worker related information. Staff members in each department have begun sending me statistics regarding programs, reference help, door counts, etc.; and PALS Plus will be forwarding circulation statistics shortly.

The fine free discussion within PALS Plus is continuing. The Policy Committee, of which the Director is a member, will be forwarding their recommendation on a model to the Executive Board, which will then present to the membership for a yes/no vote on implementation. The Director expects to have further details available at the March library board meeting, which takes place before the membership meeting.

Christine Althawabta and the Director met with Jim and Lisa from PALS Plus to go over this year's e-rate filings.

Per a notice from the State Library, the Director (and other libraries) is working on straightening out the library's D-U-N-S number situation (details in separate listings for Main and Allwood) and establishing a UEI (Unique Entity Identification) through a federal government portal. There is now a requirement that any institution receiving federal grant or sub-grant money have these identifiers. It is a complicated, frustrating, and time-consuming process.

The Passaic County Board of Elections finalized our reimbursement request for early elections. This included overtime cost for maintenance staff and the purchase of "Vote" signs to fit on existing sidewalk A-frames. The check had to go through the city, which is processing it to be paid to the Library.

The FRIENDS had an executive board meeting on February 7. They are looking forward to the library renewing museum pass memberships with their donation. They are planning to have membership drive tables set up in each library in April during National Library Week.

Tech Services supervisor Carol Loden, collections librarian Pat Ferro and the Director met with a representative from Brodart to go over the library's relationship with them and how they are working their way out of pandemic-related slowdowns.

Librarians from children's, teen and adult departments met with Carol Loden and the Director to go over collection development budgets and plans for the year.

DONATIONS

Unrestricted:

$ 250.00	From William Argandona – Power Jets Services

Restricted – DEPARTMENTAL:

$ 506.60	For Children's programs from the United Way of Passaic County
$ 10.62	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the trustees.

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

The Board reviewed the revised Policy for Loan of Electronic Equipment and Loan Agreement forms. On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the revised Policy for Loan of Electronic Equipment and Loan Agreement forms. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated February 1, 2022 (2022 Budget), the Encumbrance List dated February 1, 2022 (2021 Budget), the Claims List dated February 16, 2022 (2022 Budget) and the Claims List dated February 16, 2022 (2021 Budget).
On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the Encumbrance List dated February 1, 2022 (2022 Budget) in the amount of $12,232.34, the Encumbrance List dated February 1, 2022 (2021 Budget) in the amount of $44,958.13, the Claims List dated February 16, 2022 (2022 Budget) in the amount of $23,794.26 and the Claims List dated February 16, 2022 (2021 Budget) in the amount of $904.93. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi, President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

The Director noted that Sydel Cohen had left the business office right before the pandemic started and that there was a need to have a second employee in the office. The Director recommended that the Board create the position of Account Clerk at the same salary scale as Library Assistant and authorize her to post the position. On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote, voted to have the Director post the position of Account Clerk. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

Counsel noted that he had not had the opportunity to review a proposal from the Director regarding compensation for part time employees for the collective negotiations agreement with the CWA. On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on voice vote

with all present being in favor, voted to table discussion of the contract with the CWA until the March meeting.

NEW BUSINESS

The Director informed the Board that the agreement with CWA allows employees that have accumulated 180 or more sick days have the right to be paid an attendance payment equal to fifty percent (50%) of the sick days earned in and not used in that calendar year. The State informed the City that this is not permissible. Counsel has conferred with the City Attorney who has asked for the names, job titles and start dates of the two employees entitled to the payment. Counsel opined that the statute that made changes to sick time payout does not appear to apply to these two employees.

The Board reviewed proposals from TruGreen and Lawn Doctor for lawn care services at both the Main Library and Allwood Branch. On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote, voted to approve a contract with TruGreen in the amount of $2,648.11 pursuant to the terms of their proposal presented in the Board packet. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

The Board reviewed proposals from McCloskey Mechanical Contractors, In-Line Air Conditioning and Heating and Garden State Mechanical for service and maintenance of HVAC units at Main Library and Allwood Branch. On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to approve a contract with Garden State Mechanical in the amount of $10,650 pursuant to the terms of their proposal dated February 1, 2022. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

The Board reviewed the request of the Children's Librarian to allow Ruba Qasem, a library patron and volunteer to sell copies of her book "The Coolest Career" when Ms. Qasem presents a program in the Children's Room on Saturday, April 9. The Board was informed that Ms. Qasem has been a volunteer at the Children's Department for several years and she has helped organize and promote the Ramadan Story Time for the last three years. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, voted to allow Ruba Qasem to sell copies of her book "The Coolest Career" at the program Ms. Qasem is presenting on Saturday, April 9. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

The Director requested that the Board approve a budget of $1,000 for National Library Week/Volunteer Week. On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to approve a budget of $1,000 for the celebration of National Library Week and Volunteer Week. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

The Director informed the Board that the Library has been approached by a vendor that is interested in installing electric car charging stations at the Library. She will provide more information as it becomes available.

The Director presented a revised 2022 Holiday schedule for approval. On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the revised 2022 Holiday schedule as presented. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik

On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the 2022-2023 Board Meeting schedule as presented. Vote: Thomas Charsky, Barbara Polk, Richard Ruggiero, Mayor James Anzaldi and President Patricia Vasilik.

The Director informed the Board that she had spoken to City Health Officer, John Biegel. Mr. Biegel advised the Library to maintain the mask mandate for a little bit longer.

TRUSTEE COMMENTS

President Vasilik thanked Ms. Kennedy for her service as a trustee and noted that she will be missed.

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 7:53 pm.

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