APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 16, 2022

The meeting was called to order at 6:33 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, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: None.

MINUTES

The Board reviewed the minutes of the February 16, 2022 meeting. On motion made by Trustee White and seconded by Trustee Ruggiero, the minutes of the February 16, 2022 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Library had a delayed opening of 11:00 a.m. on Friday, February 29 due to ice. The ice and slush further deteriorated the roof at the Main Library. There were severe leaks in multiple spots around the building, further damaging ceiling tiles and causing the need for several carpet squares to be replaced.

Most of the materials for the roof project were delivered the week of March 4 and dumpsters came March 11. There was a meeting with the architect and contractors on March 8. Some basic publicity was done (signs around the building; postings on the website and social media) and notifications went out to staff (and PALS Plus) in the forms of emails and personal conversations in each department. The need for flexibility was noted, especially with reference staff, as it will be very noisy as well as drafty (especially when the skylights are removed) and some areas of the

building will be roped off as work is done in that area. If need be, reference staff will be relocated around the building or to Allwood.

The Director finalized the State Aid report, due on Tuesday, March 15.

Following up on a notation last month regarding payout of sick time, it was determined that the statute does not apply to the two library employees and they have received their payment.

The Director received a solicitation from another company regarding electric charging stations and she has learned that PSE&G is working with yet another company. The Director will reach out to the city manager to express interest in being included in conversations on the topic.

Totally Secure had two projects to work on: one was replacing bad hard drives on the security system at Allwood, and the other was upgrading the panic buttons in each building to go from 3G to LTE.

The NJHealthConnect program cannot ship out the iPads awarded through the grant to recipient libraries as planned, so they are asking each library to pick them on March 17 at the Parsippany Library. A tutorial will be included during that time. Librarians Pat Ferro and Khusboo Rana will be going.

The FRIENDS had an executive board meeting on March 7. They will be having their semi-annual meeting on Tuesday, April 12 at 1:00 p.m. with musical guests The Shopkeepers (all are invited!). Their Gift Gallery has returned and running for several months now, and they are having a blowout sale on March 15. They are organizing their volunteers to work membership drive tables set up in each library in April during National Library Week.

There will be Makers Day programs for various age groups on March 22, 23 and 24 at the Allwood Branch, as well as a take-home craft; and on Saturday, March 26, there will be a 2-hour event at the Main Library.

DONATIONS

Unrestricted:

$ 250.00	From Tom Charsky (via PayPal = $244.53)

Restricted:

$ 1,000.00	In Memory of Ronald Petocz from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 9.59	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 Public Behavior Policy in light of the changing health considerations regarding COVID. It was the consensus of the Board that no changes needed to be made to the policy.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated March 1,2022 (2022 Budget), the Encumbrance List dated February 1, 2022 (2021 Budget), the Encumbrance List dated March 1, 2022 (2021 Budget) the Claims List dated March 16, 2022 (2022 Budget) and the Claims List dated March 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 March 1, 2022 (2022 Budget) in the amount of $52,242.64, the Encumbrance List dated March 1, 2022 (2021 Budget) in the amount of $9,562.10, the Claims List dated March 16, 2022 (2022 Budget) in the amount of $153,321.15 and the Claims List dated March 16, 2022 (2021 Budget) in the amount of $129.75. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

At 6:50 pm, on motion made by and seconded by the Board, with all present being in favor, voted to go into executive session to discuss collective negotiations with CWA.

The Board reconvened at 7:05 pm with the same trustees present. Counsel announced that the Board had met in executive session and discussed collective negotiations with CWA and that no action was taken.

UNFINISHED BUSINESS

The Board reviewed proposals from Polygon Group and Weston Solutions for dehumidification of the Main Library. The Director reminded the Board that last year there was a mold problem that was likely caused by excess humidity. The current HVAC system is old and is not properly conditioning the air. Nick Alectoridis suggested that the Board should have mold testing done 2-4 time per year. It was the consensus of the Board that the Director research this issue further.

The Board reviewed the Design Fee Proposal from Crane Engineering for the BMS and Air Handling at the Main Library. The Director noted that the Library has requested that the City bond for the work required in updating the HVAC system at the Main Library, but has not yet received a response. The Director will follow up with the City Manager regarding this.

NEW BUSINESS

The Director reported that the County Board of Elections has requested that it be allowed to conduct early voting in the Community Room at the Main Library on June 3, 4, 5 and October 29-Novmeber 6. Hours would be 10 am to 8pm, except Sundays 10 am to 6 pm. On motion made by Trustee White and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the request. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director reported that during early voting last year, the Library learned that repairs need to be made to the Gallery doors to make them handicap accessible. The Director noted that there is $25,000 remaining from the Allwood Branch front door repairs. The Director will consult with the City and architect George Held as to next steps.

The Board reviewed the resolution for the Library Construction Bond Act grant. On motion made by Trustee Charksy and seconded by Trustee White, the Board, on roll call vote, adopted the resolution approving the Project and the Grant Agreement. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director discussed certain furniture needs at both the Main Library and the Allwood Branch. She indicated that she would like to use Creative Library Concepts, which the Library used during the Allwood Branch renovation. It was the consensus of the Board that the Director proceed as planned.

The Director requested that the Board approve an exception to the Library policy to allow a local author, Camille Gomera-Taverez to sell her copies of her book “High Spirits” during her book reading program at the Library. On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the exception to Library policy and will allow Camille Gomera-Taverez to sell copies of her book “High Sprits” during her book reading program at the Library. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and David White, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director informed the Board that PALS Plus has been discussing a fine free policy for the consortium. The policy allow libraries to go fine free, but will not mandate it. The Director informed the Board that she will be voting in favor of this policy as it will allow Clifton to maintain its fine policy and give us the ability to go fine-free when we feel more comfortable with our finances.

The Director stated that it was time to start working on a new strategic plan for the library. She has been in touch with the Center for Research and Evaluation on Education and Human Services (CREEHS) at Montclair State University about having CREEHS collect data/conduct surveys for the Library as it proceeds with development of a new strategic plan. The fees for this

work would be in the range of $20,000 to $90,000. President Vasilik suggested that a committee be established to begin work on the strategic plan. The following trustees volunteered for and will be on the committee – Charsky, Gozdz, Sterni and Vasilik.

TRUSTEE COMMENTS

There were no trustee comments.

On motion made by Trustee Ruggiero and seconded by Trustee White the Board, with all present being in favor, voted to adjourn the meeting at 8:09 pm.

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