APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 20, 2022

The meeting was called to order at 6:43 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, Richard Ruggiero, Tracy Sterni and David White, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz, Barbara Polk, Mayor James Anzaldi.

MINUTES

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

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

PUBLIC COMMENT

No one addressed the board. President Vasilik declared the Public Comment portion of the meeting closed.

DIRECTOR'S REPORT

The Director reported that work on the roof at the Main Library has been in full swing. OSHA paid a visit to look into safety concerns for workers on the roof. The architect has been making regular visits and giving progress reports. The garage (roof, soffits and drains) is done. The skylights are all installed, and roofing is mostly done. The contractor is waiting for delivery of the metal trim around the top of the building; it is expected to be shipped by the end of April.

The Library recently had two incidents where police needed to be called. Each had to do with patrons becoming verbally and/or physically aggressive with each other, concerning staff and the public.

NJ Library Construction Bond Act required paperwork and documentation, including library and city resolutions and proof match, were sent in ahead of the deadlines. The state is now reviewing everything sent in thus far and have asked one question for clarification so far. Once everything is ready to their satisfaction, they will send the Library the official grant agreement.

The Director attended the PALS Plus membership meeting on March 24. The fine-free vote passed, and PALS Plus is readying the first few libraries to start.

The Director attended a virtual statewide e-book summit on April 1. The participants discussed certain aspects and logistics of statewide e-book sharing.

Maker's Day activities were held during the week of March 20th this year. There were four programs held during the week at the Allwood Branch. Parents were very happy that the Library was hosting in person events for the kids and thanked us repeatedly for doing so. Makers Day at Main had about 40 visitors stopping by. .

Reference, children's, tech services and circulation staffs have all been busy in preparing various new items for circulation, including toys, iPads, and hotspots. Preparation includes labeling, locating and ordering proper bags or containers, cataloging unique items, working with PALS Plus to map the circulation parameters according to our new policies, and educating staff on the items' use and care.

There was a request by St. Peter's Haven to use the Main Library parking lot on Sunday, April 24 during the Bloomin' 5K Run/1 Mile Walk. This was confirmed after they sent us the appropriate paperwork with insurance coverage. Maintenance will block off the staff and/or gallery spaces.

City Green sent over the contract to use Allwood once again as a location for the Veggie Mobile from June through the beginning of November. They have been happy with the location and it's served as a draw to the library as well. There has been success with tying in some library events on those days and plan to do that again this year.

On April 8th, Allwood Branch Manager Barbara Altilio, Children's Dept. Supervisor Gloria Abero and the Director attended the grand opening of the City's satellite office in Botany Village. It will primarily be used by the Health and Police Departments but it has space that can be booked by other community agencies and nonprofits for outreach programs. Barbara and Gloria already have ideas forming for the library. The event was a good networking opportunity as well and allowed the group to meet some city council people, staff in other city departments and representatives from other agencies and nonprofits in the area.

Library Assistant Matt Agnoli and Sr. Library Assistant Joel Colon, who work on our Homebound program, are making visits to senior living facilities during the times one local nonprofit has activities going so that they can promote our program to large groups at one time.

The city's Recreation Dept. is keeping us in the loop regarding a Little Free Library venture they've been working on for quite a while. The Library will be helping set up at least one of the locations, guiding a Girl Scout who is working on her award.

Staff is beginning an assessment to determine what our immediate and longer-term tech needs are. The way in which public and staff are using tech in the library is changing, and some of our equipment that we were able to hang on to when upgrades were done a bit over two years ago are now on their last legs.

The Book Nook in the Main Library is getting ready to welcome volunteers back. There will be a change in leadership as Sue Tereski gets ready to "retire."

Some of the volunteers will assist Barbara for a 2-day blowout sale at Allwood from May 20-21.

The FRIENDS had their spring semi-annual meeting on April 12, with musical guests The Shopkeepers. It was a full room. They also had volunteers work membership drive tables set up in each library in April during National Library Week.

DONATIONS

Unrestricted:
$ 8.24 Canister

Restricted – DEPARTMENTAL:
$ 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 April 1,2022 (2022 Budget), the Encumbrance List dated April 1, 2022 (2021 Budget and the Claims List dated April 20, 2022 (2022 Budget) On Motion made by Trustee Sterni and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated April 1, 2022 (2022 Budget) in the amount of $48,532.41, the Encumbrance List dated April 1, 2022 (2021 Budget) in the amount of $129.75, and the Claims List dated April 20, 2022 (2022 Budget) in the amount of $200,862.02. Vote: Yes: Thomas Charsky, Richard Ruggiero, Tracy Sterni and David White, and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

At 7:00 pm, on motion made by Trustee White and seconded by Trustee Charsky the Board, with all present being in favor, voted to go into executive session to discuss personnel matters.

The Board reconvened at 7:19 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.

On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved the following personnel matters:

- Accept resignation of Library Assistant Shanthi Kandala, as of April 5, 2022:
- Approve hiring of Devin Sogluizzo as a Library Assistant, part-time 12 hours/week, $16.28/hour. Start date dependent on results of background check;
- Approve hiring of Lisa Bremus as Account Clerk, full time, at a salary in the current salary scale for the position that is most advantageous to the Library; Start date dependent on results of background check and references.
- Unpaid time off request for Luz Posada, part-time Page: for the following dates: 2022: Nov. 3, 5, 8, 10 = 16 hrs.; in the alternative, the employee can elect to take the following dates 2022: Dec. 22, 27, 29 = 12 hrs. and 2023: Jan. 3, 5, 7 = 12 hrs.

Vote: Yes: Thomas Charsky, Richard Ruggiero, Tracy Sterni and David White; No: None; Abstain: President Patricia Vasilik.

UNFINISHED BUSINESS

The Director updated the Trustees on the Dehumidifier project for Main Library and various HVAC projects including duct cleaning. It was the consensus of the Board to not take any action at this time.

The Director discussed the status of the libraries in PALS Plus that have decided to go fine free. The Board discussed the ramifications of going fine free. The Board took no action.

NEW BUSINESS

The Director presented the proposal of George Held Architect for architectural services for repairs to the Main Library Gallery doors to make them handicap accessible. On motion made by Trustee White and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the proposal of George Held Architects dated March 31, 2022. Vote: Yes: Thomas Charsky, Richard Ruggiero, Tracy Sterni and David White, and President Patricia Vasilik; No: None; Abstain: None.

The Director presented a proposal from Garden State Mechanical for the replacement of a VAV Box Motor. On motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, approved the proposal of Garden State Mechanical dated April 6, 2022. Vote: Yes:

Thomas Charsky, Richard Ruggiero, Tracy Sterni and David White, and President Patricia Vasilik; No: None; Abstain: None.

The Director advised that the ride on mower is 22 years old and needs repairs. Maintenance Staff advises that the cost to repair would be prohibitive. The Board reviewed a proposal from Northeast Equipment for two lawn mowers both of which are on state contract. Staff recommended purchase of the Toro Timemaster Lawn Mower. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the purchase of Toro Timemaster Lawn Mower Model 21199 from Northeast Equipment at a cost of $1,460. Vote: Yes: Thomas Charsky, Richard Ruggiero, Tracy Sterni and David White, and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik complimented Barbara Altilio on the work she did for Maker Day.

On motion made by Trustee White and seconded by Trustee Charsky the Board, with all present being in favor, voted to adjourn the meeting at 8:06 pm.

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