APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16, 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 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 President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: David White, and Mayor James Anzaldi.

MINUTES

The Board reviewed the minutes of the April 20, 2022 meeting. On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the minutes of the April 20, 2022 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the executive session of the April 20, 2022 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the executive session of the April 20, 2022 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Richard Ruggiero, and Tracy Sterni; No: None; Abstain: Barbara Polk, 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 the metal trim on the roof was installed. Major work on the project is completed. The architect is working on completion documents and will be doing a walk-through with staff and the contractor. The City still needs to inspect as well.

The Director reported that the Library is awaiting the official grant paperwork to be executed for the NJ Library Construction Bond Act in order to proceed with ceiling tile and wallpaper replacement.

The Main Library HVAC project capital request was included in the introduced city budget. The money may be available as early as September.

The HVAC systems were started up for the season.

The Garden Club will be doing volunteer work at the Library. Mulch has been ordered so it is ready when they are.

The Director noted that recently there have been a few more incidents regarding patron behavior. There have been more homeless in the area and the City is trying to be involved with assisting them. While homeless individuals are welcome to use the library just as anyone else would be, staff does spend time working with them and with the city, dealing with health and hygiene issues, etc.

Library Assistant Monica Pineda represented the Library at the city's first Community Baby Shower in Main Memorial Park on April 30 and found it to be a positive experience.

The Children's room at Allwood has been slightly re-arranged in the front to fit a temporary desk and computer setup for a Library Assistant who will be transferring from Main to Allwood. Some of the public computers in the room have been re-arranged as well. Staff met with Brad King from Creative Library Concepts to discuss permanent desk options. He will work out pricing and availability for an option from the same line as the curved mobile shelving, so the finishes will match. Mr. King also came to the Main Library so that he can suggest chair/table/carrel options for upstairs to be purchased with the Vapnar donation.

Another person has been in contact with the Director regarding a sizable donation in memory of her mother, Marie Mosckvam, a former library volunteer and avid library user. She will be coming to New Jersey from out of state to tie up loose ends sometime soon and will arrange to meet with the Director.

Most of the staff attended training at city hall during one of three sessions offered in April regarding anti-harassment anti-discrimination issues. The City shared its policy with the Director so that the Library can adapt it for Library use.

Supervisors and the Director attended another training at city hall on May 10 along with other city department heads to touch on basics of being a supervisor.

Children's Supervising Librarian Gloria Abero and the Director will be attending the in-person NJLA convention at the beginning of June.

The book launch held by YA author Camille Gomera Tovarez at the Main Library on April 14 was a success. Teen Librarian Khusboo Rana met with editorial staff of the publisher at the event to discuss other event possibilities for both young adults and children.

A reminder that the first Passaic County Book Festival will be held in Clifton on Saturday, June 4 from 11:00am to 4:00pm in Weasel Brook Park. Board members David White and Mayor Anzaldi will be there as authors!

DONATIONS

Restricted:

$ 1,000 In Memory of Bertha Szewczyk & Hilda Piela from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 10.27 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

The Library received a note of thanks from the Passaic County Surrogate for allowing her office to hold Surrogate Court at night on a monthly basis at the Main Library and Allwood.

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

The Board reviewed the draft "Prohibited Discrimination and Harassment Policy". On motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, approved the "Prohibited Discrimination and Harassment Policy" in place of the prior Sexual Harassment Policy. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, Marianna Gozdz, and President Patricia Vasilik; No: None; Abstain: None.

TECHNOLOGY COMMITTEE

The committee notified the Board that two office computers were purchased.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated May 1, 2022 (2022 Budget), and the Claims List dated May 16, 2022 (2022 Budget). On Motion made by Trustee Charsky and seconded by Trustee Sterni, the Board, on roll call vote, approved the Encumbrance List dated May 1, 2022 (2022 Budget) in the amount of $162,679.70, and the Claims List dated May 16, 2022 (2022 Budget) in the amount of $18,770.24. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

At 6:49 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 7:01 pm with the same trustees present. Counsel announced that the Board had met in executive session and discussed personnel matters and collective negotiations with CWA and that no action was taken.

On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the Memorandum of Agreement with CWA. Vote: Yes: Thomas Charsky,

Marianna Gozdz, Richard Ruggiero, and Tracy Sterni; No: None; Abstain: Barbara Polk, President Patricia Vasilik.

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

- Accept resignation of Page Tatiana Gonzalez as of May 12, 2022.
- Hire Ithamar Cedano as a Library Assistant, part-time 12 hours/week, $16.28/hour. Start date dependent on results of background check.

Vote: Yes: Thomas Charsky, Marianna Gozdz, Richard Ruggiero, and Tracy Sterni; No: None; Abstain: Barbara Polk, President Patricia Vasilik.

UNFINISHED BUSINESS

The Director informed the Board that half of the PALS Plus libraries are adopting fine free policies.

The Director informed the Board of a proposal from Greenspot for an Electric Car Charging Station at the Main Library.

NEW BUSINESS

The Director presented a Resolution authorizing the award of a non-fair and open contract to EBSCO Information Services for the purchase of books and other library materials. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, adopted a Resolution Authorizing the Award of a Non-Fair and Open Contract to EBSCO Information Services for Purchase of Books and Other Library Materials. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and President Patricia Vasilik No: None; Abstain: None.

The Director presented a Resolution authorizing the award of a non-fair and open contract to George A. Held AIA and Associates for the architectural services. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, adopted a Resolution Authorizing the Award of a Non-Fair and Open Contract George A. Held AIA and Associates for the architectural services. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and President Patricia Vasilik No: None; Abstain: None.

The Board reviewed the request of the Children's Librarian to allow Juliana Zuñiga and Iliana Zuñiga, young library patrons, to sell copies of their self-published books. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, voted to allow Juliana Zuñiga and Iliana Zuñiga to sell copies of their self-published book. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni and President Patricia Vasilik No: None; Abstain: None.

TRUSTEE COMMENTS

There were no Trustee Comments.

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 7:23 pm.

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