APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 20, 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: Barbara Polk, Richard Ruggiero, , David White, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Tracy Sterni joined the meeting at 6:32 pm during consideration of the executive session minutes. Absent:. Thomas Charsky, Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the June 15, 2022 meeting. On motion made by Trustee Polk and seconded by Trustee White, the minutes of the June 15, 2022 meeting were approved on roll call vote. Vote: Yes: Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the executive session of the June 15, 2022 meeting. On motion made by Trustee White and seconded by Mayor Anzaldi, the minutes of the executive session of the June 15, 2022 meeting were approved on roll call vote. Vote: Yes: Richard Ruggiero, Tracy Sterni, David White, and Mayor Anzaldi; No: None; Abstain: Barbara Polk, President Patricia Vasilik.

PUBLIC COMMENT

No one addressed the board. On motion made by Trustee Ruggiero, seconded by Trustee White, the Board, with all present voting in the affirmative, closed the Public Comment portion of the meeting.

DIRECTOR'S REPORT

The Director reported that work continued on implementing the contract with CWA. Retroactive payments and adjustments were included in the June 30 paycheck. During this process, the City discovered that a few part-timers were not in Defined Contribution Retirement Plan and now owe back payments, which will be taken in increments out of future paychecks.

Totally Secure conducted their periodic smoke head tests in both buildings.

The final report and paperwork came in for the roof project at Main. All had been vetted by the architect. There were no change orders and thus the budgeted $45,000 contingency was not touched and therefore the total cost of the project was $352,758, under the original price of $397,758.

Architect George Held was in at the end of June to do measurements on the gallery doors and vestibule.

The Library, and others, are still awaiting the official grant paperwork to be executed for the NJ Library Construction Bond Act in order to proceed with the next big project (ceiling tile and wallpaper replacement).

The phone system at Main went haywire on July 12. A technician from TGS was able to come in first thing on July 13 and resolved the issues.

The public FAX machine at Main went down on July 13. It was determined that it was an external issue with the Verizon line. The problem was reported and the Library is waiting for it to be fixed.

The chiller at Main went down sometime over the weekend of July 9/10. It had an error code the maintenance staff are unfamiliar with. Maintenance was able to get it running again. A call was put into Daiken.

Museum passes are in, and patrons are happy about it! The Main Library has passes for the Intrepid, Aviation Museum (Teterboro), Montclair Art Museum, and Brooklyn Botanic Gardens; Allwood has the Yogi Berra Museum, Aviation Museum, Montclair Art Museum and Brooklyn Botanic Gardens. Patrons can also show their library card at Liberty Science Center for discounts.

The PALS Plus Policy Committee is discussing adding a policy that would allow another member library to update a current and in good standing patron's phone, email and PIN (not address), and amending a current policy regarding renewal of another member library patron's card, provided they show proof that address is the same.

Circulation staff raised questions regarding internet guest passes. The Library policy is old and the Director will gather information to bring to the policy committee.

A staff member from The Chelsea senior living on Valley Road came into the library in late June to take out a book for their book club and the Director spoke with the individual about possible outreach. The Director will be going to their facility on July 21 to meet again, and in a date in a date in August has been penciled in for some residents to visit the library and have us do a program.

At Allwood, circulation staff has been actively promoting our summer reading programs (adults, teens and children) to everyone who checks out materials. The door count has been rising and staff has been regularly signing up new card members. A patron made an adorable Instagram reel of her kids getting their library card at Allwood and the Library was tagged in it.

Sr. Library Assistant Joel Colon and Library Assistant Matt Agnoli have been going to the senior housing facilities in Clifton with Power of One Ministries. They have been signing up seniors for the homebound services and promoting various adult programs that are happening at the library. They also have been taking the laptop and hotspot to sign people up for library cards.

City Green Veggie Mobile is at Allwood every other Wednesday and continues to be a great service.

A blood drive is scheduled for July 15, the Library's first since before Covid.

Kathy Sauerborn from the Garden Club held a tomato growing program outside of Allwood on June 24 which had great attendance. They are working with staff to have a butterfly show and tell in August.

There is now a Little Free Library in Chelsea Park that was installed by the Boy Scouts. It is behind the Allwood Branch along Chelsea Road, between the tree with rocks and the tennis courts. There is also a Little Free Library in Main Memorial Park installed by Girl Scout Maria Calvi as her Bronze Award project. She organized and publicized the project. The Library provided a little assistance, such as helping obtain books, lending tables for her opening day event, and having staff be present at the event.

The Children's summer reading program runs July 5 to August 12. Summer reading logs are being distributed. Children can read and do different activities described in the reading log to earn points they will use to get prizes from the prize store. There are passive activities that are ongoing in the rooms, such as I Spy, and scheduled in-person programs such as:

The Kick-off and Grand Finale; Art for children 4-7 and 8-12; Art for children 3-4, 5-6 (by the Art Center); Live animals (Tenafly Nature Center); Therapy dogs; Author visits; story times and crafts; STEM with live farm animals by 4-H (a series of four programs for children K-3 and four programs for children 4th grade and up); Ruby's bird story time, including 50 birdhouses by United Way (one program); Eid-al Adha story time by local volunteer Ruba Qasem; and the return of Summer Reading Partners, in which volunteers help elementary children keep up with their reading skills. Additionally, librarians are busy hosting summer school, preschool or camp groups either in the library or at the school.

The Children's Room Blog, launched in April, has received positive feedback. It contains book reviews, book lists, craft ideas, program information, and more.

The Children's Department is also brainstorming ways to keep local teachers informed of library resources and offerings in the new school year.

Administrative Clerk Christine Althawabta attended full-day CAMPS(Civil Service) training on June 29.

Staff at Main had a scare when a person covered by a garbage bag in the park was observed not moving for a while. We phoned in a welfare check. Police arrived, spoke with the person, and let them be.

The patron who threw soda at Main and was thought to have ripped pages out of books back in May returned to Main. Staff did witness him ripping out a page. He wound up leaving. Staff has been instructed to call police the next time he is in the building or outside on surrounding property. He has demonstrated several times to be agitated and destructive and I would rather have police than staff alone speak with him.

Later that same day, another patron who has been a problem over the years returned and was here for several hours. Staff had to call police in the evening when he became belligerent and accusatory. He left before police arrived, but they reported that they found him in local restaurant and he had to be taken to the hospital.

DONATIONS

Restricted:

$ 1,000.00 In memory of Janine Piela from Adele Piela for books

Restricted – DEPARTMENTAL:

$ 10.27 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated July 1,2022, and the Claims List dated July 20, 2022. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the Encumbrance List dated July 1, 2022 in the amount of $18,385.85, and the Claims List dated July 20, 2022 in the amount of $148,065.74. Vote: Yes: Barbara Polk, Tracy Sterni, Richard Ruggiero, David White, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board on roll call vote accepted the resignation of Sunday-only Librarian Daniel Parker. Vote: : Yes: Richard Ruggiero, Tracy Sterni, David White, and Mayor Anzaldi; No: None; Abstain: Barbara Polk, President Patricia Vasilik.

UNFINISHED BUSINESS

The Director presented Design Fee Proposal from Crane Associates, P.C., Consulting Engineers and Architects for BMS & Air Handling system at the Main Library. On Motion made by Trustee White and seconded by Trustee Sterni, the Board, on roll call vote, approved engaging Crane Associates, P.C. to design BMS & Air Handling system in the amount of $76,500 pursuant to the proposal dated March 10, 2022. Vote: Yes: Barbara Polk, Tracy Sterni, Richard Ruggiero, David White, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

On Motion made by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, approved the contract with Renaissance Web Solutions to update and refresh the Library website for a total cost of $1,295 in accordance with the price quote dated July 20, 2022. Vote: Yes: Barbara Polk, Tracy Sterni, Richard Ruggiero, David White, Mayor Anzaldi, and President Patricia Vasilik; No: None; Abstain: None.

The Director requested a budget of $1,000.00 for staff appreciation day at the Library for a boxed lunch and awards for employees. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved a budget of $1,000 for staff appreciation day. Vote: Yes: Barbara Polk, Tracy Sterni, Richard Ruggiero, David White, Mayor Anzaldi, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed a request from Alpha & Omega Hands, Inc. to allow it, as a non-profit 501(c)(3) corporation to hold fundraising activities while using the Library's community room. The trustees discussed the request and no one wanted to change the current policy which does not allow users of the community room to charge for use of the room or to fund raise.

TRUSTEE COMMENTS

President Vasilik wished the Library well with its summer programs.

On motion made by Trustee White and seconded by Trustee Ruggiero the Board, with all present being in favor, voted to adjourn the meeting at 7:15 pm.

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