APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 17, 2022

The meeting was called to order at 6:31 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, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz, Barbara Polk, David White.

MINUTES

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

PUBLIC COMMENT

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

DIRECTOR'S REPORT

On July 28, the Library experienced two major problems: The AC was not working at Main during a heatwave, and the phones were not functioning properly. The Main Library was closed at noon due to excessive heat and humidity building up inside. Staff either finished their shifts at Allwood or took their own accrued paid time off. D&B came to fix the chiller early the next morning, and the building reopened at 11:00am. Since the technician mentioned a possible power problem, a claim was filed with PSE&G, which was denied.

The phones are a more complex and unfortunate issue. It was not an internal issue with the system that occurred earlier. Verizon received a request from a subsidiary phone company, Visible Wireless, to port out our number. Administrative Clerk Christine Althawabta is still involved in a back-and-forth with Verizon and Visible to correct the issue, which is complicated,

and is being investigated to determine whether it was a clerical error or fraud. The Director has spoken with the police chief, advised the city manager of the issue, and touched base with city hall's IT person; Chris spoke with library counsel. On August 12, we received a bill for the phone the number was ported to, along with associated fees. Chris is now dealing with disputing that as well.

On August 12, Main's public fax went down. Calls to Verizon determined it was a problem with the exterior cabling, which is the same problem that they serviced last month.

George Held made site visits to work on specs for the Main gallery door project. On August 12, he came over to meet with the Director and Maintenance Supervisor Nick Alectoridis. The doors and vestibule have just enough room to fit to code, so it's a matter of replacing hardware and motorizing. On the exterior, there's enough room to put a handrail with the activator. However, the Director recommended that the Library address the walkway in that area in this project. The pavers are sunken and uneven, and the walkway extending out to the gallery-side parking spaces is narrow and the lip into the spaces is code compliant as it is too high. Mr. Held recommends ripping out the pavers, widening that portion of walkway and fixing the lip, making one of those spaces handicap. He suggests concrete vs. pavers as a cost-saving measure. He also recommends adding a light about the doors.

The Director reported that the Library received the official grant paperwork for the NJ Library Construction Bond Act for the ceiling tile and wallpaper replacement project. She will review it with counsel.

The Director noted that the Library is working on the website updates, and Crane is assembling their team for the HVAC design.

Staff and the Director worked with PALS Plus to increase the maximum number of CDs and DVDs that can be taken out at one time (25, up from 10). New items of each type remain at 5 to keep in-demand items available.

The Director updated the Board on recent Library programs:

> On August 8, the children's summer finale was moved indoors due to the excessive heat and humidity outside. This left a slim margin of time to prep for the next community room user, the Passaic County Surrogate's Court. The kids' program performer did a great job of keeping the program moving along, and the Director gave the attorneys options to start their appointments in the conference room and/or quiet study room since they were on a tight schedule. They were understanding of the situation and very pleased with the conference room. They also expressed how they are enjoying working with the Library, as staff have been welcoming to them. Their first appointment arrived early, so they started with them in the conference room and moved downstairs once the community room was ready.
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> On August 10, Librarian Pat Ferro and the Director welcomed 9 residents and 2 staff members of The Chelsea senior living on Valley Road at the Main Library. They

introduced themselves and explained some library services and features, and the benefits of having a library card; they each told us a little about themselves. Circulation staff members Joel Colon, Eduard Jurado, and Kayla Campoverde did a fantastic job of helping set up, make copies of handouts, fill out registration cards and patron profiles in Workflows, and present the cards to each individual. The residents had a great time, and gave compliments to the staff. Our staff came away with ideas for future programs, both in the library and in the residence. On Facebook there are pictures by searching The Chelsea at Clifton.

On August 8, 9, 10, and 11, a joint program of the Library, Arts Center on the Go (Clifton Arts Center), and Passaic County was held. It was run by Arts Center Director Roxanne Cammilleri, artist and art teacher Karen Goldberg, and reading specialist Marianne McCarthy and based on the principles in their "Bumpybooks" approach to teaching reading (see www.bumpybooks.com). A harpist was there as well to provide a calm atmosphere. The Director received such fantastic feedback from everyone involved – the parents, the presenters, the excited kids, Roxanne, and Children's Supervisor Gloria Abero. Mayor Anzaldi stopped into the reception, and Clifton Cable TV covered the event (and then did a separate general interview with the Director). All involved look forward to collaborating again in the future.

The Library is once again hosting a collection box in each building for Power of One's annual backpack and school supply drive. Power of One asked Barbara Altilio for the library to contribute to an informational packet that they hand out. She sent them a brochure for the children's room and a flyer about some of our services and signing up for a library card.

At Allwood, the City Green Veggie Mobile continues visiting every other week.

On August 12 at Allwood, Kathy Sauerborn from the Garden Club was here with a butterfly display. Because it was so hot that day, she set up on the main floor inside. She had caterpillars in different stages, swallowtail and monarchs. She answered questions from patrons about butterfly stages, how to attract them to your garden and so on. She also had milkweed plants (monarch's favorite) for people who wanted to start a butterfly garden at home. Branch Manager Barbara Altilio, who coordinated the event, estimated around 50 people stopped to either look at the display or chat.

In maintenance notes, Garden State Mechanical was in to address a problem in Main's conference room and community room/projection room. They also looked into an issue at Allwood; they will be replacing a valve for the VAV box in the community room in the off season.

There have been some issues with plumbing in the first-floor women's room in the Main Library. The handicap stall is clogged beyond what maintenance can clear; A plumber will be engaged.

At Allwood, staff received a complaint from a resident across the street about TruGreen leaving fertilizer pellets on the sidewalk where he walks his dog. He complained to the city as well.

Maintenance's cleanup efforts were not satisfactory to him, and he threatened to call the EPA. Nick was reaching out to TruGreen.

DONATIONS

Unrestricted:
Paypal donations received
$ 14.21 (15.00 donation) Lisette Figueroa
$ 24.01 (25.00 donation) Carla Kids

Restricted – DEPARTMENTAL:
$ 10.62 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

COMMITTEE REPORTS

PLANNING AND POLICY COMMITTEE

TECHNOLOGY COMMITTEE

The Board discussed the possibility of contracting with a vendor for IT support and maintenance instead of having PALS Plus provide this service. Currently the Library pays PALS Plus approximately $17,000 for this service. The Library received an unsolicited proposal from Eliezer Cardona for IT Support and Maintenance. The Director met with a representative from Northern Region Educational Services Commission about getting this support from them.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated August 1,2022, and the Claims List dated August 17, 2022. On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated August 1, 2022, in the amount of $62,877.54 and the Claims List dated August 17, 2022 in the amount of $134,639.27. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

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

Accept resignation of Grace Gomez, part-time Page. Last day of work is August 19;
Increase the hours for the vacant Page position to 15 hrs/wk.;
Approve additional 3 hours/week for current Library Assistant to help in Children's room of the Main Library

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

UNFINISHED BUSINESS

The Board discussed the possibility of implementing a fine free policy. It was noted that materials automatically renew unless there is a hold on the material. Also, digital borrowing automatically expires and there cannot be a fine.

The Director requested a that the budget for staff appreciation day, which the Board approved at the July meeting, be increased from $1,000 to $1300 as there are several employees that have reached service milestones. On Motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved a revised budget of $1300 for staff appreciation day. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

- Landscaping at Main and Allwood
- Window washing at Main
- Fall Sundays
- After school police contract
- Pay to Play

The Board reviewed proposals from landscapers for the trimming of shrubs and bushes at both Main and Allwood. On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, authorized the Director to engage a landscaper to trim shrubs and bushes at Main and Allwood at cost not to exceed $1,500.00. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed quotes for Window Washing services at the Main Library. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the hiring NJ Window and Gutter to clean all exterior facing windows at Main Library inside and outside at a cost of $1,400.00. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director recommended that the Main Library resume Sunday hours beginning on the first Sunday in October through the second Sunday in December subject to staffing availability. On motion made by Trustee Charsky and seconded by Trustee Sterni, the Board, on roll call vote, approved opening the Main Library on Sundays from 1 pm to 5 pm beginning October 2 through December 11 subject to the availability of staffing. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Board discussed hiring the Clifton Police Department to provide police services at the Main Library on school days from September 2022 through June 2023. On Motion made by Trustee Ruggiero and seconded by Mayor Anzaldi, the Board, on roll call vote, approved the contract with Clifton Police Department for Police Services in accordance with the Police Services Contract

dated August 18, 2022. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Resolution Authorizing The Award Of A Non-Fair And Open Contract For Architectural Services to Crane Associates. Vote: Yes: Thomas Charsky, Tracy Sterni, Richard Ruggiero, Mayor Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

The Director noted that Adele Piela, a generous benefactor of the Library, turned 102. The Trustees decided to send Ms. Piela flowers at their personal expense.

On motion made by Mayor Anzaldi and seconded by Trustee Sterni the Board, with all present being in favor, voted to adjourn the meeting at 7:38 pm.

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