APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 21, 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, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, David White and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the August 17, 2022 meeting. Trustee Charsky noted an error in the minutes under Unfinished Business and requested that the first sentence of the second paragraph of that section be amended as follows: The Director requested that the budget for staff appreciation day, which the Board approved at the July meeting, be increased from $1,000 to $1,300 as there are several employees that have reached service milestones. On motion made by Trustee Charsky and seconded by Trustee Polk, the minutes of the August 17, 2022 meeting as amended were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, David White and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director reports that main phone number for the Library, 772-5500, was restored the first week in September, after weeks of trying to rectify the situation.

After approval at last month's meeting, the landscapers and window washers came to do their business. The Director was pleased with the new window washing company.

Engineers from Crane came to Main on August 23 to walk through Main and gather information as they work on the HVAC design plan.

One of the Main Library's two circulating pumps for the heating system has seized up. Maintenance Supervisor Nick Alectoridis tried a few tricks to get it going, but to no avail. Panetta was called but they are severely backed up with service calls. Maintenance staff will explore other contractors for diagnosis and quotes. Both pumps are original, and they have been maintained over the years and are probably at end-of-life, so the objective is to take care of this ASAP, before the second one fails.

The No Outlet sign at the entry of the Main Library roadway was knocked over sometime during Labor Day weekend. DPW came out quickly to put it back up, along with another sign in back leading to the staff lot.

Baker & Taylor, a large supplier of materials to libraries and schools throughout the U.S., was hit by a ransomware attack in August. It took weeks for the system to come back online, and this caused a huge disruption in the ordering and delivery process which will continue to have consequences.

On September 8, Clifton Arts Center Director Roxanne Cammilleri held an outreach program in the Main Library entitled "Crown and Country." An exhibit celebrating Queen Elizabeth's Platinum Jubilee was installed in the gallery and in the display cases upstairs. Program attendees first had a guided tour of the exhibits; then, a lecture in the community room, presented by a tea and food history specialist, on the topic of English tea traditions and royal weddings. Tea and refreshments provided by Sally Lunn's Tea Room of Chester at the event's finale. Twinings Tea, with an office in Clifton, provided some giveaways as well. This event was made especially poignant and memorable as news of the Queen's passing was breaking just prior to the start of the event.

On September 13, Librarians Pat Ferro and Kathy Grimshaw welcomed residents and staff members of The Chelsea senior living on Valley Road at the Main Library. Playing into their themed week of Joyful Memories, Pat and Kathy brought back memories of the 1960s (their theme of the day) through music, slideshows, yearbooks, decades books, and more. The lifestyle director called the Director the next day to tell her what a great time they had. Plans are in the works for future collaborations.

On September 14, Library Assistant Monica Pineda represented the library with a table at the Downtown Clifton Farmer's Market located at Clifton Avenue and First Street.

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

Allwood will be continuing their relationship with the HS job skills program for differently abled older students, and this year the Main Library will also participate.

Summer reading wrapped up and prizes were given out. The Library had 548 participants this year, and 867 program participants. This is a big improvement over last year. The Reading Partners program was restarted and had a good turnout of both volunteers and kids.

The District Coach for Positive Behavior Supports in Schools (PBSIS), Tracy Morigi, invited Children's Supervisor Gloria Abero to collaborate with the program. PBSIS is a multi-tiered system of support for students, which is now being implemented in all Clifton Public Schools. One of the goals of the PBSIS program is to reinforce the students for making positive choices, not only in school but also at home and within their community and would like to partner with the library to discuss ways to support the students and their families. Tracy has worked with Gloria before through the CELA (Clifton Early Learner Academy) program.

Coverage for afterschool security has been thin this month. Interestingly, the times in which they assisted the library staff has been in situations which mostly involved adults.

After meeting with Health Dept. Officer John Biegel and Vulnerable Populations Outreach Coordinator Adriana Alfaro to discuss various circumstances which the Library has dealt with and/or observed lately, the Director has been invited to be on the city's Homeless Task Force. The next meeting is at the end of September.

The Book Nook had a large sale in the Main Library community room on Saturday, September 17 from 10:00 am – 3:00 pm.

The FRIENDS have a few different fundraising projects in the works, and plans are being finalized for their semi-annual meeting in November.

Staff enjoyed their appreciation lunch on September 13, and personnel committee member Tom Charsky got to thank some in person during a walk-through.

The Director reported that periodical purchases will be placed with WT Cox going forward as the Library has not been satisfied with EBSCO.

DONATIONS

Restricted:

$	40.00	Clifton Association of Artists for juvenile books

Restricted – DEPARTMENTAL:

$	60.00	Clifton Association of Artists for programs
$	10.62	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

Roxanne Cammillieri of the Clifton Arts Center sent a card thanking the Board of Trustees for allowing the Arts Center to put on the program "Crown and Country" and to install the Queen Elizabeth display in the Main Library gallery and display cases.

Laure Barret sent a thank you note for the gift and appreciation for her service of 25 years.

The Library received a thank you note from the Women's Federation for World Peace for allowing it to use the community room.

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE

In the past, the Library has received tech support from PALS Plus. It is a shared cost arrangement and Clifton pays the most. Some libraries will be withdrawing from the PALS Plus tech support. As a result, the cost to Clifton will increase from approximately $19,000 to approximately $25,000. The Director suggested that the Library seek out other vendors to supply tech support. The Director will meet with the committee to explore alternatives. On motion made Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to terminate tech support from PALS Plus effective at the end of 2022. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi, and President Patricia Vasilik; No: None; Abstain: None.

PALS Plus files the eRate application for the Clifton Library. PALS Plus has noted that access points in the Library are reaching end of life in the next two years. Because there is a longer wait for equipment, as much as 9 months, the Director wanted to alert the Board that these will need to be replaced in the near future.

Trustee Charsky asked if there is a master list of computers owned by the Library with dates of acquisition. The Director responded that there is an Excel file that has that information, however there is no one person who has been assigned to this task and to keep track of where computers are moved within the Library.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated September 1, 2022, and the Claims List dated September 21, 2022. On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated September 1, 2022, in the amount of $158,198.67 and the Claims List dated September 21, 2022 in the amount of $46,354.73. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, David White and President Patricia Vasilik; No: None; Abstain: None.

The Director advised the Board that the New Jersey minimum wage will increase to $14.13 on January 1, 2023. This will only apply to those employees in the Page title.

PERSONNEL COMMITTEE

On motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board on roll call vote approved the hiring of Carol Lindemann as Page, part-time 15 hours/week, $13/hour. Start date dependent on results of background check. Vote: Yes: Thomas Charsky, Richard Ruggiero, Tracy

Sterni, David White, and Mayor Anzaldi; No: None; Abstain: Barbara Polk and President Patricia Vasilik.

The Director reported that because of staffing shortages, the Main Library cannot open on Sundays in the fall. The Director is contacting libraries that are open on Sundays to see how they staff Sundays.

UNFINISHED BUSINESS

The Director reported that there has not been feedback from those libraries that have decided to go fine free.

NEW BUSINESS

The Director reported that she has reviewed the Library Construction Grant Agreement and it is ready for signature. The Agreement requires that the Library list the individuals who are authorized to sign documents in connection with the grant. On motion made Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the following as authorized signatories in connection with the grant agreement – Patricia Vasilik, Richard Ruggiero, Barbara Polk and Justine Tomczak. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Tracy Sterni, Mayor James Anzaldi, David White and President Patricia Vasilik; No: None; Abstain: None.

The Director reported that PALS Plus has exercised its option to renew lease for an additional 5 years on the same terms and conditions.

TRUSTEE COMMENTS

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