APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 21, 2022

The monthly meeting of the Trustees of the Clifton Public Library was held at the Allwood Branch Library, 44 Lyall Road, Clifton, NJ. 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, Karen Sommers, Mayor James Anzaldi and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Tracy Sterni arrived at 6:34 pm during the Director's report. Absent: David White.

MINUTES

The Board reviewed the minutes of the November 16, 2022 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the November 16, 2022 meeting as amended were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. Upon motion by Trustee Polk and seconded by Trustee Ruggiero, the Board with all present being in favor voted to close Public Comment.

DIRECTOR'S REPORT

Sr. Library Assistant Joel Colon and the Director visited Chelsea Senior Living on Valley Road on November 22.

The bollards were repaired on November 23.

The Library experienced two power outages in the last couple of weeks: one was short but blew out a piece of equipment in PALS Plus and also brought down the network for a few hours, and required an electrician to come in to replace a breaker; the other was a neighborhood outage that lasted a few minutes.

Maintenance Supervisor Nick Alectoridis and the Director attended the mandatory annual Exposure Control Plan meeting on December 1, held in person for the first time in a few years at City Hall. The Health Department has some various extra supplies they shared with the Library.

The maintenance staff will be doing annual blood borne pathogen training the week of the 19th.

The Director attended a workshop sponsored by BCCLS on December 8 regarding First Amendment Audits and the LibraryLink NJ semi-annual membership meeting on December 13.

The maintenance staff noticed that some spots on the Main roof appear not to be draining correctly. The Library has not experienced any leaks. The architect consulted with the contractor and they have a part on order that should help water move towards the drains.

The Director recently met a representative from a company that acts as an intermediary for location logistics for film and TV producers.

The Children's Department had to relocate many end-of-fall programs to the Allwood Branch, including: The Thanksgiving show, a magic show with Muscle Man Mike; A Puppet Show with Mandy Bevando, the owner of the local "Dabbling Brook" puppet company; The Mrs. Santa Story Time and Craft, a joint program with the Clifton Recreation Department.

The Recreation Department invited the library to participate in reading stories during their big Candyland program on Saturday, December 10. Allwood Branch Manager Barbara Altilio was able to attend and represent the library.

The City invited the Children's Department to return to their satellite office in Botany Village to do outreach. On December 16, they did a Winter Craft.

Gloria attended the Youth Committee Meet-up on December 7, where she got a lot of new ideas from the other libraries.

Gloria, Heather and Librarian Juliana Schicho attended the Collaborative Summer Library Program webinar about Summer Reading on December 8.

As a result the boiler breakdown at the Main Library, Main staff has been split in their work duties. Generally, staff is at Allwood. Any staff member who voluntarily chooses to work in the cold at Main has been allowed to do so with restrictions. Some popular materials have been transferred from Main to Allwood to bolster available choices and accommodate the increase in patrons using Allwood. The Allwood Branch hours have been extended on Thursday evenings and Saturday mornings to match Main's schedule, and staff reports that patrons have found their way over.

The FRIENDS semi-annual meeting was scheduled for Tuesday, November 15 – a day after the Main Library was shut down due to lack of heat. Staff from both locations worked hard to help them move the event at Allwood. It was a full room and went very well. The FRIENDS have again donated funds to continue the Museum Pass program, a few concerts, and children's programs. However, the FRIENDS and the Library have mutually agreed that the FRIENDS could not hold their holiday concert with the Mike Luipersbeck Trio at Allwood since there is not enough space and will reschedule for the spring.

Many other community room events scheduled for Main, such as book discussions, Mah Jong, knitting, and outside group meetings have also moved to Allwood.

DONATIONS

Restricted:

$ 300.00	from Jean Alu, Grace Caddell POA, and Joann Battersby for books, in Memory of Marie Mosckvam
$ 1,000.00	from Adele Piela, for books, in Memory of Janine Piela
$ 20.00	additional funds from Library Board Trustees, for books, in Honor of Adele Piela

Restricted – DEPARTMENTAL:

$ 10.27	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated December 1, 2022, and the Claims Lists dated December 21, 2022. On Motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote, approved the Encumbrance List dated December 1, 2022, in the amount of $73,519.53 and the Claims List dated December 21, 2022 (2022 Budget) in the amount of $32,354.10 and the Claims List dated December 21, 2022 (2023 Budget) in the amount of $7,262.04. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

The Board reviewed price quotes from EC COMPTECH LLC and Quickteks for tech support for 2023. On Motion made by Mayor Anzaldi and seconded by Trustee Ruggiero, the Board, on roll call vote, approved an IT Support and Maintenance Contract with EC COMPTECH LLC for one (1) year at $1,423.50/month beginning January 1, 2023. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

On Motion made by Trustee Polk and seconded by Trustee Sterni, the Board, on roll call vote, approved the following: Resolution Authorizing the Award of a Non-Fair And Open Contract for Purchase of Books and other Library Materials to Brodart Co.; 2023 Cash Management Plan; Resolution Appointing PALS Plus Voting Representative for 2023. Vote Yes: Thomas Charsky,

Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

On Motion made by Trustee Polk and seconded by Trustee Sterni, the Board, on roll call vote, authorized the Director to engage Jack Mayo to perform fall cleanup landscape services at the Main Library and Allwood Branch at a cost of $5,075.00. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director informed the Board that with temperatures expected to drop to near 10 degrees Fahrenheit this weekend, and the Main Library still without heat, the Library entered into an emergency contract with Mobile Air and Power Rentals to provide temporary heat in Main Library for a cost of $39,287 for a month. On Motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board, on roll call vote, affirmed the contract made by the Director with Mobile Air and Power Rentals to supply temporary heat to the Main Library at a cost of $39,287 for a month. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

The Director advised the Board that she has attempted for the past several weeks to get price quotes from contractors to replace the broken boiler at the Main Library. Ryan, the installer of the unit, will not provide a quote. On the day of this meeting, Garden State Mechanical supplied a quote of $115,000 to replace the boiler. The Director informed the Board that the manufacturer of the boiler had sent out a representative to inspect the boiler and have the water supply tested. The water test was a good one, i.e., water is not the cause of the boiler failure. However, the manufacturer has not provided any further information. The warranty requires that the Library ship the boiler to the manufacturer in Tennessee, which cannot happen until work is done to remove the boiler. The Director recommended that the Library contract with Garden State Mechanical to replace the boiler in accordance with their quote of December 21, 2022.

On Motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, authorized the Director to contract with Garden State Mechanical to replace the boiler at Main Library pursuant to their quote of December 21, 2022 at a cost not to exceed $115,000.00. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

In conjunction with the boiler replacement, the Director recommended that the Library engage Crane Associates to provide engineering services for the project. On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, authorized the Director to engage Crane Associates to provide engineering services for the Main Library emergency boiler replacement at a cost not to exceed $7,000 in accordance with their letter of December 16, 2022. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

Due to the unexpected costs associated with the heat emergency at the Main Library, counsel suggested that the board table consideration of the bid proposals for the Main Gallery Doors project. Trustees asked that the Director check with the City to confirm bond money that is available for this project as well as any other resources that could be applied for this project. On Motion made by Mayor Anzaldi and seconded by Trustee Polk, the Board, on roll call vote, voted to table consideration of the bids for the Main Gallery Doors project to the January 19, 2023 meeting. Vote Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, Mayor James Anzaldi and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, will all present being in favor, voted at 7:44 pm to move to executive session to discuss personnel matters.

The Board reconvened at 8:38 pm in open session with the same Trustees present.

On motion made by Mayor Anzaldi and seconded by Trustee Charsky, the Board on roll call vote approved the following personnel actions:

Hiring of Sakura Matas Jean-Philippe as Page, part-time, 15 hours per week, $14.13/hr after January 1, 2023;

Hiring of Deborah Handy as Page, part-time, 12 hours per week, $14.13/hr after January 1, 2023. Start date dependent on results of background check;

Change the annual salary of Christine Althawabta to $63,500 beginning January 1, 2023;

Change the annual salary of Justine Tomczak to $110,000 beginning January 1, 2023, no retroactive pay;

Change the annual salary of Michael Cerone to $22,000 beginning January 1, 2023, no retroactive pay.

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

Due to the circumstances during the year, Christine Althawabta and Justine Tomczak will have time off accruals in excess of allowed carryover. The Board, on motion made by Mayor Anzaldi and seconded by Trustee Gozdz, on roll call vote, approved carryover of 35 hours vacation leave (from 2022 to 2023) for Christine Althawabta and 35 hours for Justine Tomczak and a payout (from 2022 balances) of 84 hours vacation time (from 2022 balance) to Christine Althawabta and a payout of 33 hours vacation time to Justine Tomczak. Vote: Yes: Thomas Charsky, Marianna Gozdz, Richard Ruggiero, Tracy Sterni, Karen Sommers and Mayor Anzaldi; No: None; Abstain: Barbara Polk and President Patricia Vasilik.

The Director proposed that she be allowed to post job openings for any entry-level position, full-time or part-time, including Page, Library Assistant, Librarian 1, Building Maintenance Worker, and Custodial Worker, which position is vacant in the organizational chart in effect at the time of the vacancy and that the Director be authorized to hire as needed. Once the background check and other onboarding steps are completed, the Board will be informed via the board packet as a personnel note, along with resignations and retirements, for the record rather than as an action needing approval. Actions that will still go to the board for approvals would include promotions, permanent business office staff hires, adding/changing/deleting titles from the organizational chart, and increasing staff hours by way of adding positions and/or permanently increasing hours to the part-time total pool.

On motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, authorized the Director to post job openings and hire full-time and part-time entry-level positions, including Page, Library Assistant, Librarian 1, Building Maintenance Worker, and Custodial Worker, provided such position is in the current organizational chart and is or will be vacant at the time of hire. Vote: Yes: Thomas Charsky, Marianna Gozdz, Richard Ruggiero, Tracy Sterni, Karen Sommers and Mayor Anzaldi; No: None; Abstain: Barbara Polk and President Patricia Vasilik.

TRUSTEE COMMENTS

President Vasilik and Counsel thanked Mayor Anzaldi for his dedicated service to the City and the Library

President Vasilik wished everyone Happy Holidays.

On motion made by Trustee Polk and seconded by Trustee Charsky, the Board, with all present being in favor, voted to adjourn the meeting at 8:52 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel