APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 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, Karen Sommers, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Richard Ruggiero, Tracy Sterni, David White, Mayor James Anzaldi.

MINUTES

The Board reviewed the minutes of the October 19, 2022 meeting. On motion made by Trustee Charsky and seconded by Trustee Gozdz, the minutes of the October 19, 2022 meeting as amended were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Karen Sommers, and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

There being no public present, President Vasilik closed the Public Comment portion of the meeting.

DIRECTOR'S REPORT

The Director updated the board regarding the lack of heat at the Main Library which started on Monday November 14. The boiler installed 3 years ago as part of the PSE&G Direct Install program has a crack and must be replaced. The installing contractor, Ryan Plumbing has examined the boiler. The part may be under warranty, however any warranty does not cover labor or shipping. Further, the manufacturer may require that we ship the boiler to it for examination to determine if any warranty applies. The Director and maintenance staff are exploring ways to provide temporary heat until the scope of the problem and the method of repair can be determined.

As a result of the lack of heat, the Main Library closed at 6 pm on Monday. Programs and events in the community room were either moved to Allwood or postponed. The FRIENDS held

their semi-annual meeting on Tuesday, November 15 at 1:00 however it too had to be moved to Allwood. Despite this, there was a very good turnout for the meeting.

The legal notice for the gallery doors project was published on November 8. The bid opening will be December 6. Regarding the possibility of re-using existing pavers, the Library architect, George Held said that generally, he does not recommend reusing pavers that are over 25 years old, but he put that in the bid specs as an alternate.

The Library received $467 from the Local Library Support Fund, which residents contribute to through their NJ tax returns.

The Library has been reimbursed $762.77 for the June elections.

Early voting was held at the Main Library from October 29-November 6. This election was busy, with the whole city council and several board of education seats at stake. There were some gray areas and fine lines between what is a library issue and what is an election rules issue.

1. Signage placed on and around our property
2. Electioneers in the circle and parking lot area of the property
3. Handicap parking spots being taken up by poll workers and electioneers
4. The public trying to hang out in the gallery area after library hours.

The last PALS Plus membership meeting of the year was held on October 27. The budget was approved. Clifton's assessment went down by a few thousand dollars. On the topic of setting a date for fine amounts to be adjusted, the Director spoke out in favor of postponing it. A motion was approved to not adjust fine amounts. Also of interest from that meeting was data presented that shows a steady upwards trajectory of digital materials use, and the steadiness of repeat patrons in addition to new patrons. More money was added to the PALS Plus budget for digital materials, and Library staff is taking that into consideration for our own collection development budget.

DONATIONS

Unrestricted:

$ 25.00	from Ronni Nivala In Memory of Marlene Chidiac via paypal (fee .99 – actual rec'd 24.01)	
$ 10.00	from Samuel Cooper via paypal (fee.84 - actual rec'd 9.16)	

Restricted:

$ 25.00	from CPL staff	For books, in Memory of Marlene Chidiac
$ 1,000.00	from Adele Piela	For books, in Memory of Richard & Mark Piela
$ 20.00	from Carol Loden	Birthday books for Owen & Jacob

Restricted – DEPARTMENTAL:

$ 10.62	Interest earned on EW Fund for juvenile programs
$ 5.00	from a patron for Allwood
$ 1,000.00	from Odette Woods In Memory of Marie Mosckvam for reading/tutoring programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE

The Director informed the board regarding WiFi license updates, access point replacement (Main and Allwood), switch replacement (Main), the need for computer inventory assessment and replacement plan and tech support in place of PALS Plus tech support. The Director also advised that the phone system and security system is old. The Library needs to start considering replacing/updating both systems.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated November 1, 2022, and the Claims List dated November 15, 2022. On Motion made by Trustee Polk and seconded by Trustee Charsky, the Board, on roll call vote, approved the Encumbrance List dated November 1, 2022, in the amount of $30,831.48 and the Claims List dated November 15, 2022 in the amount of $21,390.09. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Karen Sommers, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the draft budget presented by the Director. In response to a question from Trustee Charsky, Counsel informed the board of the eligible expenses for the one-third mill funding. The Director explained changes in several of the line items including the repairs and consultation services. The change in subscriptions/membership dues is the result of NJLA changing its dues structure, which will automatically include memberships for the Director and staff.

PERSONNEL COMMITTEE

On motion made by Trustee Charsky and seconded by Trustee Gozdz, the Board on roll call vote approved the following personnel actions: Accept the resignation of part-time Library Assistant Abhi Raval, last day of work November 12; Accept the resignation of part-time Page Carol Lindemann, last day of work November 19; Hire Brigette Rosario as Library Assistant, part-time, 29 hours per week over a two-week period, $16.28/hr. Vote: Yes: Yes: Thomas Charsky, Marianna Gozdz, and Karen Sommers; No: None; Abstain: Barbara Polk and President Patricia Vasilik.

UNFINISHED BUSINESS

NEW BUSINESS

On motion made by Trustee Charsky and seconded by Trustee Polk the Board on roll call vote, approved hiring Masonry by Sal Terranova to repair the broken bollard at Main Library at a cost

of $1,100.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Karen Sommers, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Gozdz and seconded by Trustee Charsky, the Board, on roll call vote, accepted the 2023 Library holiday/closing schedule. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Karen Sommers, and President Patricia Vasilik; No: None; Abstain: None.

The Director stated that she would present the proposed change in the hiring process at the December Board meeting.

TRUSTEE COMMENTS

President Vasilik welcomed Trustee Sommers to the board.

On motion made by Trustee Gozdz and seconded by Trustee Sommers the Board, with all present being in favor, voted to adjourn the meeting at 7:28 pm.

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