APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 18, 2023

The monthly meeting of the Trustees of the Clifton Public Library was held at the Main Library, 292 Piaget Avenue, 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, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Tracy Sterni.

Mayor Raymond Grabowski was present at the start of the meeting. He introduced himself to the trustees and introduced his alternate, Vivian Semeraro. Mayor Grabowski left to attend another meeting but indicated that he would be attending meetings periodically in the future.

MINUTES

The Board reviewed the minutes of the December 21, 2022 meeting. On motion made by Trustee Charsky and seconded by Trustee Gozdz, the minutes of the December 21, 2022 meeting as amended were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

Sr. Library Assistant Joel Colon and Librarian 4 Pat Ferro visited Chelsea Senior Living to participate in their community thank-you day. A certificate of appreciation was presented to the library.

Minimum wage for the Pages and Monitor will be $14.13 in 2023.

The Library received a check from the State in the amount of $563 with a note referencing "per capita state aid." The state treasury department said it was from the Local Library Support Fund, which residents can give to through their tax returns.

The library's subscription to online news and research database NewsBank has ended and was not renewed for 2023. Their relationship with Gannett, which owns local news sources such as The Record and Clifton Journal, ended last summer. Usage stats plummeted afterwards, showing that the majority of usage was for these sources, which are no longer provided.

Temporary heating was installed at Main December 21-23, right before the deep freeze of Christmas weekend. Less units than estimated were needed. It works very well. Main was opend to the public for limited hours and services beginning January 5. Patrons could pick up holds, use the copier and printer (through the wireless printing option) and FAX, and get reference assistance and help with their library card accounts. They could also browse the fiction side of the first floor, which included carts and displays with materials from other departments. Due to the temporary heating equipment, and doors to areas left open (to allow cables to snake through) that are normally closed to the public, access could not be given to the rest of the building or accommodate computer use (library or personal) or studying/any type of lingering. Staff is gladly retrieving materials from closed areas for patrons.

As of this second week in January, the library is open to the public between 10-3 Monday-Saturday. The Allwood Branch is open extra evening hours of 6-9 on Thursdays. Many groups that normally meet at Main have been using Allwood's community room.

The Children's Department winter season programs, which normally run later in January through March, will start off with more programs happening in Allwood and a partnership with the Clifton Arts Center to have some story and craft times in the Arts Center on City Hall grounds.

Looking ahead, programs are being planned for Valentine's Day, Black History Month, STEM and computer science (both in conjunction with 4-H), and Take Your Child to the Library Day (February 4th - a growing initiative).

Teen programs are being planned and the next library newsletter is being compiled.

The new tech support is in place, and staff has begun submitting help requests through the new ticketing system.

DONATIONS

Unrestricted:

$	1.71	Canister
$	250.00	Power Jet Services – William Argandona
$	979.61	Richard Ruggiero & Family (Paypal $1,000)

Restricted:

$	20.00	from Carol Loden For books, a Christmas gift for grandsons Owen and Jacob

$ 25.00 from Mr. & Mrs. Richard Szewczyk For books, in Honor of Adele Piela

$ 25.00 from Mourad Hanna & Family For books, in Memory of Nadir Aziz

$ 30.00 from Karen Sommers For books, in Memory of Lucille Lehmkuhl

$ 1,000.00 from Adele Piela For books, in Honor of Library Staff and Board of Trustees

Restricted – DEPARTMENTAL:

$ 10.62 Interest earned on EW Fund for juvenile programs

50.00 Ruth Dunham for the Allwood Branch

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated January 1, 2023, the Claims List (2022 Budget) dated January 18, 2023 and the Claims List (2023 Budget). On Motion made by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, approved the Encumbrance List dated January 1, 2022, in the amount of $78,526.37, the Claims List dated January 18, 2023 (2022 Budget) in the amount of $12,540.80 and the Claims List dated January 18, 2023 (2023 Budget) in the amount of $130,625.92. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the 2023 Budget. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, on roll call vote, approved the 2023 Budget as presented. Vote: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik

UNFINISHED BUSINESS

The Board discussed the ongoing issues regarding the boiler repair. The Director and Counsel advised that Hartford Boiler Insurance had assigned a claims adjuster. The insurance company needs to be present when the boiler is opened to determine if an accident, as defined in the policy, had occurred. The insurance company and the manufacturer are in communication and are working to coordinate such an inspection. Garden State Mechanical is moving forward with the work to replace the boiler and is working with Crane engineers.

The fire inspector came to the Main Library to inspect the work done to install temporary heating. Firemen from the nearby fire house came to the Main Library to get an understanding of the layout

of the temporary heating equipment and electrical lines in the event they have to respond to an emergency at the library.

The Director reviewed the reasons for the Gallery Door project. Counsel explained the bid submission process. On motion made by Trustee Charsky, seconded by Trustee Ruggiero, the Board, on roll call vote, awarded the Gallery Door Project to Skopye, LLC with alternate #2 reusing existing pavers at a cost of $71,000.00. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

On Motion made by Trustee Polk and seconded by Trustee White, 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 Baker and Taylor, LLC. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Gozdz, the Board, on roll call vote, authorized the Director to engage TruGreen to perform 2023 Lawn Care at the Main Library and Allwood Branch at a cost of $2,820.15. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik welcomed Vivian Semeraro and reminded trustees of the NJ Library Trustee Check-in on January 19.

On motion made by Trustee Gozdz and seconded by Trustee White, 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