APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 15, 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 6:36 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, Tracy Sterni David White, Mayor Raymond Grabowski, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent:.

ELECTION OF OFFICERS

Trustee Polk nominated Patricia Vasilik for President. The nomination was seconded by Trustee White. Ms. Vasilik was elected as President on roll call vote as follows: Vasilik - Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni David White, Mayor Grabowski, and President Patricia Vasilik. Other – None; Abstain – None.

Trustee Ruggiero nominated Thomas Charsky for Treasurer. The nomination was seconded by Trustee Gozdz. Mr. Charsky was elected as Treasurer on roll call vote as follows: Charsky - Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, David White, Mayor Grabowski, and President Patricia Vasilik; Other – None; Abstain – None.

Trustee Sterni nominated Barbara Polk for Secretary. The nomination was seconded by Trustee Ruggiero. Ms. Polk was elected as Secretary on roll call vote as follows: Polk - Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, David White, Mayor Grabowski, and President Patricia Vasilik; Other – None; Abstain – None.

After the election of officers, Mayor Grabowski left the meeting.

MINUTES

The Board reviewed the minutes of the January 18, 2023 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the minutes of the January 18, 2023 meeting were

approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

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

PUBLIC COMMENT

No one addressed the Board and President Vasilik closed the Public Comment portion of the meeting.

DIRECTOR'S REPORT

Sr. Library Assistant Joel Colon and Librarian 4 Pat Ferro visited Chelsea Senior Living on January 25 to talk about Hoopla and bring books for residents to check out.

A Book Nook Blowout Sale was held in the Allwood Branch community room January 30-31, netting $291.75 and reducing some of our overflowing stockpile.

The Director attended the January 26 meeting of Clifton's Homeless Task Force. In the past few weeks, the Director reports that a couple came into the Main Library and explained that they were newly homeless. Staff helped them the best they could. The Library also had the city's social worker come out to speak with people that were sleeping along the library garage, and had a lot of stuff piled up with them.

The contract for the gallery doors project is being circulated for signature. The contractor has taken a paver to use in locating compatible matches for the extra areas. The contractor will review choices with the Director.

The Director met with Crane Engineering regarding the HVAC project. Part of that project is to have the chiller inspected to make sure it is up to the standards of the new project.

Crane Engineering approved Garden State Mechanical's plans for new venting/piping to accommodate the different boiler model. GSM moved the old boiler out of the way to begin work the week of February 6. The new boilers were delivered February 9, so they are ready when GSM is.

The Director reported that the Allwood Branch is buzzing with programs as groups that usually meet at Main have been meeting there and extra children's programs are being held there. The Director offered kudos to the staff for juggling it all, especially the maintenance department, who have had tight windows of time in which to clean up from one group and set up for another, and Administrative Clerk Christine Althawabta, who had to shepherd staff through issues.

The Children's Department worked with the Clifton Arts Center to hold story times and other programs in their space on city hall grounds. The Director reported that this has been very successful. Children's Supervisor Gloria Abero and Arts Center Director Roxanne Cammilleri advised that they are each getting exposure from people who might not be aware of their offerings. They are also benefiting from the extended reach of cross-publicity.

The FRIENDS had their first executive board meeting of the year on February 6. It was held in the Allwood story time room. In the middle of the meeting, they discussed how they loved the room, as it is pretty and cozy. The Director found out another adult group that had to be relocated there felt the same and asked about using the room permanently for their meetings.

The Children's Department participated for the first time in Take Your Child to the Library Day on February 4. It was held in Allwood, with crafts, snacks and giveaways. Three supervisors – Gloria Abero (Children's), Barbara Altilio (Allwood Branch manager) and Cheryl Conselyea (Circulation) each reported that it was very successful and embodied all the good things a library is about. Librarian Heather Nilsen had her hands full in the story time room running the crafts and other staff assisted in the room. All of the snacks and giveaways were distributed. Several families signed up for library cards.

The Director reported on the following staffing changes:

- Part-time Librarian 1 Suzanne Peterson resigned as of January 24. She had been out on unpaid leave since November for personal reasons.
- Valentina Bonilla-Romero was chosen to fill a part-time 12 hrs/wk Library Assistant position at a rate of $16.28/hr. Her onboarding was successfully completed and she began February 6.

With the library budget approved, the Director met with the collection development committee (purchasing librarians and the tech services supervisor) to break down the materials budget by department and type of materials. Digital materials circulation continues to be strong amongst all types (e-books, audiobooks, comics, movies, TV and magazines), with 34,652 digital checkouts through Hoopla and Overdrive in 2022 (vs 33,477 in 2021).

The State Aid application opened. Staff are compiling various statistics and figures for Christine and the Director to parse through and enter. PALS Plus also supplies each library with circulation and patron statistics.

DONATIONS

Unrestricted:

$ 150.00 Friends of the Passaic County Parks

(2022 Book Festival Honorarium - David White, Camille Gomera-Tavarez, Arlene Freeman)

Restricted – DEPARTMENTAL:

$ 250.00 from Thomas Charsky - For Children's books and programs

$ 500.00 from Rotary Club

$ 150.00 from Woman's Club of Allwood - For Allwood

$ 10.62 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 (2023 budget) dated February 1, 2023, the Claims List (2023 Budget) dated February 15, 2023, the Encumbrance List (2022 budget) dated February 1, 2023 and the Claims List (2022 Budget) dated February 15, 2023. On Motion made by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, approved Encumbrance List (2023 budget) dated February 1, 2023 in the amount of $41,811.62, the Claims List (2023 Budget) dated February 15, 2023 in the amount of $31,483.57, Encumbrance List (2022 budget) dated February 1, 2023 in the amount of $9,613.42 and the Claims List (2022 Budget) dated February 15, 2023, in the amount of $1,335.09. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director advised that Crane had provided specifications for the HVAC project.

D&B Service Group provided a quote for service and repair of compressor #3 at the Main Library. The amount of the quote was $19,108.00. Counsel advised that since this is above the bid threshold, either the Library will need to go out to public bid or utilize the services of a Qualified Purchasing Agent so that the Library could proceed after getting at least two quotes.

NEW BUSINESS

The Director requested that the Board approve a budget of $1,000 for National Library Week/Volunteer Week. On motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, voted to approve a budget of $1,000 for the celebration of National Library Week and Volunteer Week. 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 Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the 2022-2023 Board Meeting schedule as presented. 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 advised that she would circulate the current list of committee assignments. She asked that trustees review these and advise her if any trustee would like a change in assignment.

Trustee Semeraro volunteered to be liaison to the Friends of the Library.

President Vasilik reminded the board that new trustee orientation was being offered on Tuesday February 21 at 7pm and Saturday February 25 at 10am.

President Vasilik thanked Trustee Ruggiero for his many years of service as Treasurer.

On motion made by Trustee Polk and seconded by Trustee Gozdz, the Board, with all present being in favor, voted to adjourn the meeting at 7:29 pm.

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