APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 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 6:32 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, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Richard Ruggiero.

MINUTES

The Board reviewed the minutes of the February 15, 2023 meeting. President Vasilik asked that the minutes be corrected to reflect that Trustee Charsky was elected as Treasurer. On motion made by Trustee Semeraro and seconded by Trustee Charsky, the minutes of the February 15, 2023 meeting as amended were approved on roll call vote. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee White, the Board, with all present being in favor, voted to close the Public Comment portion of the meeting.

DIRECTOR'S REPORT

On February 28, both buildings were opened at 11:00am instead of 10:00 to clear an overnight snowfall.

The Library has received the reimbursement for the fall 2022 early voting conducted by the Passaic County Board of Elections.

Head of Reference Kathy Grimshaw and the Director attended a daylong program on March 1 entitled "Community Centered Design." Sponsored by PALS Plus at the Wayne Library, the speaker talked about different ways of analyzing your space (such as foot traffic patterns and

collection use); understanding community needs through qualitative and quantitative data collection methods; understanding human behavior; and more. He gave examples from libraries he has worked with across the country and is available for different levels of consultation and work.

The Director attended a two-hour virtual presentation on the evening of March 2 on "Legal Issues for Libraries," sponsored by the State Library. It revolved around the "whys" and intent of your policies (patron behavior, community room use, etc.) to consider should there be a challenge. Court cases were given as examples. Part 2 will be presented next month.

The Director attended the February meeting of the Clifton Homeless Task Force. The warming center has been running well and the good news, besides serving the immediate purpose of not having people freeze to death, is that they have been able to connect people in need with various resources. As the season of Code Blue will be ending soon, discussions of general assistance are taking place. This year's Point in Time count showed more people in need. Now that social service assistance in the city is ramping up, there are discussions about working together (health department, community police, library, shopkeepers, etc.).

A meeting is scheduled with Crane Engineering for March 13 to talk about the next steps in the HVAC project, as the design part is finished and ready for review.

The city manager approved use of the QPA for the chiller repair. Another company should be out to the Library in the next few weeks.

The Library received an insurance payment the last week in February but the insurance company warned that it might take some or all back, depending on the outcome of the warranty situation.

AARP Tax Aide is in full swing at Allwood; they are totally booked up.

Children's programs continue, with story times at the Arts Center, Botany Village outreach location, and extra times at Allwood during Main's limited access.

Children's Supervisor Gloria Abero and the Director had a meeting with T-Mobile to learn about their program in which the Library can pay monthly for iPads and/or Chromebooks that come with high-speed internet. Given that the Library is aiming to do more outreach, this will be helpful. The budget will be reviewed. The Library will probably start with four.

The City attended to the big tree in Main's front yard – the one in front of Terri's Garden. A few trunks were very overgrown, stunting growth within the garden as they blocked sunlight and obstructing view of the library. The City also took down one tree and trimmed another by the Allwood parking lot entrance after numerous complaints from a local resident.

The Director met with an editor of The Clifton Times (thecliftontimes.com) to discuss library updates. A writer from The Clifton Merchant asked me to identify everyone in the group picture taken last month, plus send a brief description on upcoming library events, for the April issue.

The Director was informed by two different people with library ties that someone on a neighborhood blog/news type of communication claims that someone was "fundraising for the library" in Main Memorial park by selling high-end fish and felt duped because he later found out that they were common fish, and the Library would not take them back/give a refund. The Director informed the police chief about this.

The State Aid application was filed today. Completing this was slow because some optional questions are now required; new questions were added; and some questions were revised. Even PALS Plus had to revise the information they gave everyone a couple of times.

DONATIONS
Unrestricted: None

Restricted:
$ 300.00 In Memory of Dr. Josephine Sossel from Patricia L. Malian, Executrix of Dr. Sossel's Estate - For books

$ 683.32 Refund from Pronunciator, for future bills

Restricted – DEPARTMENTAL:
$ 9.59 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 March 1, 2023, the Claims List (2023 Budget) dated March 15, 2023, the Encumbrance List (2022 budget) dated March 1, 2023 and the Claims List (2022 Budget) dated March 15, 2023. On Motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved Encumbrance List (2023 budget) dated March 1, 2023 in the amount of $ 165,355.43, the Claims List (2023 Budget) dated March 15, 2023 in the amount of $32,942.79, Encumbrance List (2022 budget) dated March 1, 2023 in the amount of $ 28,314.85 and the Claims List (2022 Budget) dated March 15, 2023, in the amount of $129.70. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On motion made by Trustee White and seconded by Trustee Gozdz the Board, with all present being in favor voted to go into executive session to discuss personnel matters at 6:51pm

The Board reconvened with the same Trustees present at 7:29 pm

On motion made by Trustee Charsky and seconded by Trustee White, the Board on roll call vote, approved the following personnel items: Authorized the advertisement for the position of Assistant Director; have the Director to follow up with Civil Service regarding promotion procedures for the Senior Building Maintenance Worker title; have the Director and Personnel Committee explore logistics/draft a plan for promotions to Librarian 2; have the Director and Personnel Committee explore logistics/draft plan for promotions to Senior Library Assistant. Vote: Yes: Thomas Charsky, Marianna Gozdz, Vivian Semeraro, Karen Sommers, Tracy Sterni, and David White; No: None; Abstain: Barbara Polk, President Patricia Vasilik .

UNFINISHED BUSINESS

Boiler Replacement Update. The new boilers were installed at Main. Garden State Mechanical spent a few weeks installing and working on piping and venting. City and state inspectors came out quickly to move the process along. The Library no longer needs to pay the county's DEP permits, as the individual boiler sizes are smaller. The full reopening date was scheduled for March 13. This allowed needed time for GSM to test the system and make some tweaks, have the temporary heating removed, allow maintenance time to put furniture and displays back into position, and get staff schedules re-adjusted. It also provided time to publicize, inform staff, trustees, the city manager, FRIENDS, community room groups, etc.

Garden State Mechanical is still stopping by day-to-day to do a quick check up on things and make adjustments as needed. Final inspections were still needed on plumbing and electric.

Tri-State Crating and Pallet was contracted to handle removal, crating and shipping of the old boiler, which is scheduled for inspection at Lochinvar HQ in Tennessee on March 29. The insurance rep will be present for opening the boiler. However, it could be months before a final determination of warranty coverage is made.

HVAC project at Main. There was a conference call with Crane engineers last week. A/C system is old. Chiller is relatively new – 6-7 years. The Library is having trouble regulating the A/C. Now humidity issues and mold issues after the post COVID reopening of the Main Library. Crane is wrapping up design phase and will be ready to go out to bid by April. Lead time for supplies is 40 weeks.

Repair for ceiling tiles and walls due to water damage from leaking roof. The Director contacted the State Library and learned that the Library has until April 2024 to complete the work. State Library indicates that the Library can request extension for up to one year.

NEW BUSINESS

On motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, approved the revised cash management plan. Vote: Yes: Thomas Charsky, Marianna Gozdz,

Barbara Polk, Vivian Semeraro, Karen Sommers, Traci Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee White and seconded by Trustee Sterni, the Board, on roll call vote, granted the request of the BLOOMIN' 5k event to use the Main Library parking lot on Sunday, April 23 form 7 am – Noon. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Traci Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee White and seconded by Trustee Semeraro, the Board, on roll call vote, approved use of the Main Library meeting room by the Passaic County Board of Elections for early voting on June 2-4 and October 28-November 5 10am-8pm, except Sundays 10am-6pm. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Traci Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, authorized the Director to contract with Generations Services for the repair of the Main Library outdoor lights in accordance with the proposal of March 8, 2023. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Traci Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Sterni and seconded by Trustee Gozdz, the Board, on roll call vote, approved the purchase from Dell Technologies of five (5) Dell E220H monitors at a cost of $81.19 each and five (5) Dell Optiplex 5000 computers at a price not to exceed $925.81 each. Vote: Yes: Thomas Charsky, Marianna Gozdz, Barbara Polk, Vivian Semeraro, Karen Sommers, Traci Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik informed Trustees that Mayor Grabowski would like all Trustees to be library card holders. For those that did not have a card, she had application forms.

President Vasilik informed the Trustees that BCCLS was having a trustee training that was open to our trustees.

On motion made by Trustee White and seconded by Trustee Gozdz, the Board, with all present being in favor, voted to adjourn the meeting at 8:09 pm.

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