APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 19, 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, 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: Marianna Gozdz, Tracy Sterni.

MINUTES

The Board reviewed the minutes of the March 15, 2023 meeting. On motion made by Trustee Polk and seconded by Trustee Semeraro, the minutes of the March 15, 2023 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the March 15, 2023 executive session. On motion made by Trustee Charsky and seconded by Trustee White, the minutes of the March 15, 2023 executive session were approved on roll call vote. Vote: Yes: Thomas Charsky, Richard Ruggiero, Vivian Semeraro, Karen Sommers, and David White; No: None; Abstain: Barbara Polk, President Patricia Vasilik .

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director attended the March meeting of the Clifton Homeless Task Force.

The Director related the following that occurred one day at the Library which highlight the issues facing the Library with individuals who are not behaving appropriately but were not breaking any laws: an incident involving a truant student at Allwood; an incident at the far end of Main's parking lot, in the bushes, that drew a response including multiple police cars, an ambulance, and a fire truck respond (apparently a homeless person had a medical episode);

The Director reported that late in the afternoon, a volunteer from St. Peter's Haven (who used to be social worker there) came personally to the library to warn staff about a patron several staff members just spent a lot of time trying to help. After speaking with the evening staff, the Director left to see a large pile of personal belongings piled up along the garage, and three men hanging out in the park. The Director called the head of the Task Force to discuss. She also called the police department and asked them to keep an eye on the library that evening. They did come by. The next day, several members of the Task Force, including an officer from the Community Policing division, came to Main for a meeting to further discuss the Library's concerns. There was a discussion about training for staff and having the social workers available in the library from time to time.

Tri-State Crating and Pallet removed the old boiler, crated and shipped it to Lochinvar HQ in Tennessee. The inspection took place on March 29. The insurance adjuster reported that defects were found. He presented Lochinvar with a list of expenses incurred thus far (such as temporary heating, cost of new boiler, custom crating, shipping).

The new boilers passed all inspections.

D&B has been in to start up the chiller, and Garden State Mechanical came in to start up the HVAC.

Garden State completed replacement of a VAV box in the Main conference room. An electrician was needed to move lights out of the way for the work to be done, and then move them back when it was finished. They also took care of a few small things, like replacing some receptacles.

Work on the outdoor pole lights and entry lights at Main was completed.

The Main gallery door and walkway project is underway. Maintenance Supervisor Nick Alectoridis, Administrative Clerk Christine Althawabta and the Director met with the architect and contractor on March 24, and work began on the walkway April 12.

A patron inquired both in the library and of the mayor about the restrooms at Allwood claiming they are not ADA accessible. It was explained that there is an ADA accessible restroom within the Children's room that anyone can use. The patron noted that it is a far distance for community room users to access.

Christine and the Director met with Eli to discuss deployment of the new computers. He created a spreadsheet of all computers, staff and public, and their status.

Children's programs continue, with story times and craft programs in the library and at the Botany Village outreach location, along with PAWS for Reading (therapy dog program), a gardening program with City Green, a computer science series with 4-H, and programs related to St. Patrick's Day, Passover, Easter and Ramadan. A series of classes on making graphic novels began, first for

4-6th graders, and then teens. A NASA solar system ambassador came to talk to teens about Mars, and a YA author talk and college funding program are upcoming. Homework help is about to resume; volunteers were here for training.

For adults, a second Mah Jong group has been added by request. The book discussion group is growing. A talk about Medicare is scheduled for the afternoon of April 20 (1:30) and the evening of April 27 (7:00) at Main. A program will be held April 22 at 2:00 to discuss resources for new immigrants.

Residents of Chelsea Senior Living came to the Main Library on April 4. They signed up for cards, checked out materials, and chatted with staff members.

The Director attended a two hour virtual presentation on the evening of April 4 on "Legal Issues for Libraries," sponsored by the State Library. This was part 2, and focused on collection challenges, policies and regulation.

AI (artificial intelligence) and chatbots are hot topics right now. Staff is reviewing (via free trial) a library-related AI product that one of our database providers offers, and PALS Plus secured an online boot camp training session for librarians.

National Volunteer Week is this week and National Library Week is next week and small activities and treats are being planned.

There is a long article (with pictures) about the library in the April issue of the Clifton Merchant magazine. Trustee David White is mentioned in a separate article about local authors.

Personnel:

Full time Library Assistant Eduard Jurado has given a letter of resignation. His last working day will be August 31.

DONATIONS

Unrestricted:

$ .50 Canister

Restricted – DEPARTMENTAL:

$ 10.62 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FRIENDS LIASON

Trustee Semeraro reported that the Friends had its semi-annual meeting on April 11, 2023. She distributed literature about the Museum Pass Program. She announced that the spring concert will be on May 16, 2023 with Mike Luipersbeck and The All Star Group.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List (2023 budget) dated April 1, 2023, the Claims List (2023 Budget) dated April 19, 2023 and the Encumbrance List (2022 budget) dated April 1, 2023. On Motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved Encumbrance List (2023 budget) dated April 1, 2023 in the amount of $ 123,152.45, the Claims List (2023 Budget) dated April 19, 2023 in the amount of $25,554.42, and the Encumbrance List (2022 budget) dated April 1, 2023 in the amount of $ 129.70. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

HVAC project at Main. The Electrical engineer was in to verify on-site conditions. They confirmed that there is space for the control panel. Crane Engineering is wrapping up the design part of the HVAC project. The Director expects that this project will go out to bid soon. In a related note, the Director followed up with the State Library regarding the grant money for the ceiling tile and wallpaper project. The Library has more time than expected to get that project done. She recommended that these two projects be done separately to avoid complications in the accounting and reporting on the grant.

The Board reviewed the proposals from D&B Service Group and H.T. Lyons for repair of the Main Library Chiller. The Director noted that the City has allowed the Library to use the services of the City's QPA for this project. The Director is waiting for the QPA to review and advise on how to proceed. On motion made by Trustee Ruggiero and seconded by Trustee White, the Board on roll call vote authorized the Director to contract with the company that is approved by the City's QPA. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

The Board reviewed the proposals from Garden State Mechanical and H.T. Lyons for HVAC annual preventative maintenance contracts. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board on roll call vote authorized the Director to contract with Garden State Mechanical for the HVAC annual preventative maintenance contract on the terms contained in their proposal. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Board reviewed the proposals from D&B Service Group and H.T. Lyons for Main chiller annual preventative maintenance contracts. The Director noted that D&B has been serving the chillers for several years and they have been very responsive. D&B is familiar with the system and works well with the custodial staff. On motion made by Trustee Ruggiero and seconded by Trustee White, the Board on roll call vote authorized the Director to contract with D&B Service Group for the Main Library chiller annual preventative maintenance contract on the terms contained in their proposal. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

On Saturday, April 22, the Library is hosting author and motivational coach Trinidad De La Rosa who is presenting a program based on her book "La Guia del Inmigrante" (An Immigrant's Guide). She has asked permission to sell her book in the library during the library presentation. On motion made by Trustee Ruggiero and seconded by Trustee Semeraro, the Board on roll call vote granted the request made by Ms De La Rosa to sell copies of her book "La Guia del Inmigrante at the April 22 program. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Board discussed the recent communication from the NJ Department of Human Service regarding Naloxone in Libraries.

TRUSTEE COMMENTS

President Vasilik encouraged trustees to become members of the FRIENDS of the Library.

President Vasilik reminded trustees that they are required to file the Financial Disclosure Statement by April 30, 2023.

Trustee Ruggiero thanked and complimented Director Tomczak and staff for their work in handling and resolving the boiler repair.

On motion made by Trustee White and seconded by Trustee Charsky, the Board, with all present being in favor, voted to adjourn the meeting at 7:18 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel