APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 19, 2023

The monthly meeting of the Trustees of the Clifton Public Library was held at the Allwood Branch, 44 Lyall Road, 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, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Richard Ruggiero arrived at 6:34 pm during the Director's report. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the June 21, 2023 meeting. On motion made by Trustee Semeraro and seconded by Trustee White, the minutes of the June 21, 2023 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, 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 Polk and seconded by Trustee White, the Board, on roll call vote, voted to close the Public Comment portion of the meeting. Vote: Yes: Thomas Charsky, Barbara Polk, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

Daiken was at the Main library to do regular maintenance on the chiller and replace a failed compressor. While doing that work, a failed contactor was discovered. A part is on order.

The insurance company has settled our claim on the boiler situation, per a letter of July 5. The Library had previously received a $100,000 check from them and the remaining $92,0638.70 was just received.

Newsletter Vol. 15 has been completed and posted on the library's website. The issue spotlighted a number of outreach activities that library staff have attended in the first half of 2023 including school and community events. Summer Reading Programs for adults, teens, and children scheduled to begin in July were also highlighted.

In the first week of the Summer Reading Program, an estimated 56 reading logs were picked up by teens. On the other hand, program attendance, particularly the arts & crafts programs, is not as high as expected. Several parents have already called or emailed to ask if their children can pick up crafts to complete at home since they have prior obligations and can't make the day or time of the scheduled programs. In light of this fact, Teen Librarian Khusboo Rana decided to schedule a 2-hour craft pick-up program, one at the Main Branch and one at the Allwood Branch, in the month of August. The teens who couldn't make the scheduled programs have an opportunity to pick up the crafts, complete them at home, and send in pictures of the completed craft to post on the library's social media pages.

In order to make finding books on the Clifton Public School's Summer Reading List easier for 9^{th}-12^{th} graders, Khusboo stickered the spines of the books with a neon green sticker. There was positive reception from the Reference staff as well as the parents and teens who appreciate not having to look up every single title on the library's catalog to see if it is available to borrow. It was a process that used to take up a lot of time. The teens can now browse the YA section and see which books on the list can be borrowed immediately by simply searching for the green neon sticker.

While the books on the Clifton Public School's Summer Reading List are flying off the shelves, Khusboo is working on ordering several e-books using OverDrive Marketplace for teens who prefer to read books on their Kindle devices, Apple/Android tablets, or their smartphones.

To kick-off the summer season, Khusboo has created a summer book display called "Summer Book Scoop". YA books with the word "summer" in the title are exhibited such as *Hurricane Summer* by Asha Bromfield and *One Silver Summer* by Rachel Hickman.

The Community Hands Mural is going fantastic! Library staff as well as members of the public of various ages have stopped in at the Main Library and the Allwood Branch to trace their hand and decorate it using stickers, markers, and foam shapes. We have even received hands that people have decorated at home! There are 3 more sessions scheduled in July at the Main Library and 1 session scheduled in July and 1 session scheduled in August at the Allwood Branch to collect more hands for the mural. The Community Hands Mural will be displayed at the Main Library and the Allwood Branch beginning in July.

The Children's Summer Reading Kickoff went very well. This is the second time we hired Music Play Patrol and they did an excellent job. They also give a good discount for early booking. Their program fit the summer reading theme very well as they had the children working together to make music.

June's Field Station Dinosaur program was a resounding success with 90 attendees. We moved the program outdoors to accommodate that large number of families that wanted to attend. The

performers were excellent and the kids very excited. A reporter also attended and posted some fantastic pictures on NorthJersey.com

The focus now has been on Summer Reading, with many patrons both old and new signing up. The new process of signing up via QR code to receive a reading log has been working very well. At Main, programs such as Art with Mr. Dan have had a 100% attendance rate. The first week of regular story times (family, 1&2 year old, and baby story times) have had relatively good attendance and feedback overall. There is a great blend of regular and new patrons in the story times, and parents have complimented playtime afterwards as well. The Children's librarians are brainstorming more outreach methods to invite parents of young babies to the library.

Allwood is also off to a strong start. The children's room has been very busy and patrons are happy that we are expanding from last year and will have the prize store at both locations instead of just at Main. We have a weekly I Spy game in the kids' room where children count pictures of book covers on the I Spy poster to get a prize. When children visit the library, they can come up with a name for our mascot (a Squishmallow Mammoth) and get a raffle ticket, the raffle winner get to keep the mascot.

Book displays in the room for the month of July include National Ice Cream Month and two Summer Reading themed displays, with books for kids of all ages. Circulation of these displays has definitely increased since the beginning of the month, and the children's room has been very busy! This bodes very well for the rest of Summer Reading.

The Summer Reading Partners program is underway, with 25 volunteers and 30 students signed up so far.

Our PAWS for Reading program continues to be popular. To fit in more kids during the summer, we're trying group sessions, where a small group of kids take turns reading to the dog during a session.

On July 6, we received a Head Start group of 15 3-5 year old kids. The staff gave them a tour of the library after a story time and craft. On July 12, a group of 29 kids from a private day care, ages 3 to 12, visited the library. Staff also did a library tour and story time and craft.

In terms of online outreach, Children's Librarian Juliana Schicho has been regularly updating the Children's blog, which received 1,299 views in the last month! According to the statistics, most people are viewing the blog for the monthly posts and our program photos, which Library Assistant Monica Pineda, Supervisor Gloria Abero, and Librarian Heather Nilsen take and send to the Director. The SR video on our YouTube channel is now at 792 views, and patrons have mentioned the video when asking questions about the program at the children's desk.

The Children's Department teamed up with the Clifton Arts Center to do a joint activity at the Downtown Clifton Farmer's Market on July 5 and 12.

The Library just received notice that the library was awarded 500 glasses by the Gordon and Betty Moore Foundation to observe the solar eclipses this Fall 2023 and Spring 2024. The library staff will receive training so that we can offer programs about solar science to children.

Librarian Vivian Ungerleider has two programs coming up. On Thursday, July 20 at 7:00 pm, pianist Essa Kalendar will give a concert at the Main Library. The following week, on Wednesday, July 26 at 7:00 pm, local author Herbert Grosinger, whose family owned Grossinger's Bakery in NYC, will discuss his book "Breaking Eggs in New York City."

The Director has observed that it seems to be busier with foot traffic and patrons getting assistance at the Circulation desk, and Circ staff member report that they have seen an increase in checkouts and new card registrations.

The Tech Services Department reports that the time it takes to get materials in is still uneven. We're concerned that a possible UPS strike will make matters worse.

The City's Health Dept. – specifically their social workers – have been good about checking in with staff and working with patrons who might be in need of assistance. They have scheduled some evening conference room time for the summer as they try to establish a recovery support group.

The Garden Club continues their hard work at both buildings. The lack of rain in the spring was challenging for planting.

In PALS Plus news, the Alfred H. Baumann Library (Woodland Park) has closed as it embarks on a 2-year renovation and expansion project. The Director attended the opening of its temporary space on the Berkeley College campus on June 27, where State Librarian Jen Nelson and the State Library's Grants Manager Maura Walsh were also in attendance. Staff in our library are already reporting an uptick in usage by Woodland Park patrons.

The Director updated the Board on the promotion of part-time Library Assistant to a full-time position and the promotion of a Page to a part-time Library Assistant position.

The Director advised that Civil Service has advised that the Assistant Director position must first be put out as a Promotional Announcement in-house since we have multiple staff members who qualify and will possibly constitute a list if enough apply. Per their instructions, the announcement was distributed on June 30 to the appropriate staff members. The deadline to apply through Civil Service is July 21. Once we receive the results from Civil Service, we will know whether we have to choose from inside or can also advertise to the outside.

DONATIONS

Unrestricted:
$ 3.28 Canister
In Memory of Carmela Cerone:
$ 210.00 Board of Trustees

$	1,000.00	Michael & Jayne Cerone
$	25.00	Barbara Polk
$	97.52	Anthony & Lucia De Nova (PayPal $100.00)
$	97.52	Ernest Mozer & Family (PayPal $100.00)
$	9.31	Christina Janos (PayPal $10.00)
$	73.02	Krystal Fernandez (PayPal $75.00)

Restricted:

$	20.00	From Karen Sommers for books To commemorate the birthday of Ernest Scheidemann

Restricted – DEPARTMENTAL:

$	181.22	Interest earned on EW Fund for juvenile programs
$	30.00	From Justine Tomczak for Allwood In Memory of Carmela Cerone
$	7.00	For Allwood from a patron

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FRIENDS LIASON

Trustee Semeraro reported a profit of $127 from the Uno fundraiser.

BUILDING AND PROPERTY COMMITTEE

The Director discussed the five year capital plan included in the board packet.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated July 1, 2023, and the Claims List dated July 19, 2023. On Motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved Encumbrance List dated July 1, 2023 in the amount of ($2,101.92) and the Claims List dated July 19, 2023 in the amount of $78,251.44. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy 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, approved the Resolution Reserving Funds for Main Library HVAC Project. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

Trustee Charsky reported that the committee met with the Director and asked the director to provide the committee with updates regarding the organizational chart.

UNFINISHED BUSINESS

On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, to authorize the Director to contract with Crane Engineering for engineering services for bid and construction administration phases of the Main Library HVAC project in accordance with the fee proposal dated July 12, 2013. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

NEW BUSINESS

On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, authorized the Director to contract with ModernfoldStyles, Inc. to repair and service the folding doors at the Main Library meeting room at a cost of $1,205.00. Vote: Yes: Thomas Charsky, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White, and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Trustee Polk expressed her acknowledgement for the work done by the staff.

Trustee Ruggiero expressed his thanks for the work done by the Director and staff with the Main Library boiler breakdown.

Trustee White thanked Khusboo Rana for her work on the reading program

Trustee Charsky asked about the light poles at the Allwood Library. The Director said that she had conversation with PSE&G regarding same. The Director feels that there is sufficient lighting but that the poles need to be replaced.

On motion made by Trustee White and seconded by Trustee Polk, the Board, with all present being in favor, voted to adjourn the meeting at 7:09 pm.

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