APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 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 6:30 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, Tracy Sterni, David White, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz.

MINUTES

The Board reviewed the minutes of the October 18, 2023 meeting. On motion made by Trustee White and seconded by Trustee Semeraro, the minutes of the October 18, 2023 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, voted to close the Public Comment portion of the meeting. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

DIRECTOR'S REPORT

The Director provided the Board with a written report updating the Trustees on the Library since the September meeting. The Director reported on her attendance at the Experienced Directors Summit held today at the Hunterdon County Library. The Director highlighted the following from her written report: Included in her report were Zoom meetings which the Director attend regarding the Palace Project to expand access to digital materials and another on e-books; periodic maintenance on the Main Library heating unit and the Allwood Branch quiet study roof top unit; attendance by a library assistant at the Woodrow Wilson Middle School Literacy night and plans for library assistants to attend the Fall Family Festival (for preschoolers and the Literacy Night at Christopher Columpbus Middle School; highlights of various programs

conducted by staff; and updates re personnel and efforts to hire Sunday only library assistants and librarians.

The Director reported receipt of the following donations:

Unrestricted:
$ .47 Canister

Restricted:
$ 20.00 From Karen Sommers
In Memory of Dorothy De Liberto

Restricted – DEPARTMENTAL:
$ 187.27 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

Director Tomczak read a letter from Patricial Vasilik and Jo Hock to the Book Nook Volunteers and the library staff thanking and complimenting them for their work on the October book sale.

COMMITTEE REPORTS

FRIENDS OF THE LIBRARY

Trustee Semeraro informed the Board of the Holiday Concert on December 5 and the fundraising events at five Below during the week of December 4-10 and Panera Bread on December 4. Friends presented a check to the Library in the amount of $3,200 for children programs, Mike Luperspeck concert and museum passes.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated November 1, 2023, and the Claims List dated November 15, 2023. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List dated November 1, 2023, in the amount of $6,317.09 and the Claims List dated November 15, 2023, in the amount of $35,896.42. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

The Committee met and began reviewing a draft of the 2024 budget. Trustee Charsky noted that the one-third mill funding will increase for 2024.

The Committee reviewed the bids that were received for the Main Library HVAC project. The Committee will report to the Board at the December meeting.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed proposals from Generations Services for work on outdoor lighting at the Allwood Branch. On motion by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved the proposals of Generations Services, Order #57486 in the amount of $1,340.08 and conditional approval of the proposal of Generations Service, Order #57487 in the total amount of $14,895.00. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

The Board reviewed proposals from Jack Mayo and Yagins Group for Fall landscaping cleanup at Main Library and the Allwood Branch. On motion by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, authorized the Director to engage the services of the Yagins Group for Fall landscaping cleanup at Main Library and Allwood Branch in the total amount of $3,600. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

The Board reviewed proposals from Jersey Elevator Company, Liberty Elevator, NY/NJ Elevator Company and Sharp Elevator Company for annual elevator maintenance at Main Library. On motion by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, authorized the Director to engage the services of Jersey Elevator for annual elevator maintenance at Main Library at a cost of $831.08. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

The Director requested that the Board authorize the sale of books by children's books authors who are doing children's programs in December, specifically the sale by Vita Maggio, a long-time Allwood library patron, of her self-published children's book "Petey the Puffin… Happy at Last", and the sale by, Robert Constant, of his book "Hello, Grandma. On Motion made by Trustee White and seconded by Trustee Semeraro the Board, on roll call vote, approved the request made by the Director to allow Vita Maggio and Robert Constant to offer for sale their books to those attending the programs at which they are doing book readings in December. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, accepted the 2024 Library holiday/closing schedule. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

There were no trustee comments.

On motion made by Trustee Semeraro and seconded by Trustee Polk, the Board, with all present being in favor, adjourned the meeting at 7:02 pm.

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