APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 18, 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, Vivian Semeraro, Karen Sommers, David White (via phone), and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz, Barbara Polk, Richard Ruggiero, Tracy Sterni.

MINUTES

The Board reviewed the minutes of the September 20, 2023 meeting. On motion made by Trustee Sommers and seconded by Trustee Semeraro, the minutes of the September 20, 2023 meeting were approved on roll call vote. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

On motion made by Trustee Charsky and seconded by Trustee Semeraro, the minutes of the September 20, 2023 Executive Session were approved on roll call vote. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, and David White; No: None; Abstain: President Patricia Vasilik.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director provided the Board with a written report on updates on the Library since the September meeting. The Director highlighted the following from her written report: update on the Main Library HVAC project, the Clifton Arts Center's Advisory Board request to the Clifton

City Council (approved at the Oct. 3 meeting) to restore a Library Liaison to their Board, review of internet guest pass process, and the October 10 Staff Appreciation Day.

The Director reported receipt of the following donations:

DONATIONS
Unrestricted:
$ 4.77 Canister

Restricted – DEPARTMENTAL:

$ 181.22 Interest earned on EW Fund for juvenile programs.

CORRESPONDENCE

The Director received a letter of thanks from President Vasilik regarding the October Book Nook book and puzzle sale held earlier this month.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated October 1, 2023, and the Claims List dated October 18, 2023. On Motion made by Trustee Charsky and seconded by Trustee Sommers, the Board, on roll call vote, approved Encumbrance List dated October 1, 2023, in the amount of $67,003.36 and the Claims List dated October 16, 2023 in the amount of $52,440.58. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Director reported that State Aid and mandatory funding figures have been received and work will begin on preparing the budget for 2024.

Friends of the Library

Trustee Semeraro reported that the Friends' semi-annual meeting will be held on November 14. The guest speaker is Michael Green from NASA.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed a price quote from MI Metro Imaging Services for the purchase of a reconditioned Microfilm machine for the Main Library. On motion by Trustee Charsky and seconded by Trustee Semeraro, the Board, on roll call vote, approved the purchase of a reconditioned Minolta MS 6000, MSP3000 printer and roll/Fiche Carrier for $4,750 and reconditioned workstation for $525.00. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Director requested Board approval for staff to use the Main Library community room after-hours for a retirement party for a retiring staff member. On motion by Trustee Semeraro and seconded by Trustee Sommers, the Board, on roll call vote, approved use of the Main Library community room for an after-hours retirement party for a retiring staff member. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

The Director requested authorization to have the electrical system of the Allwood Library van repaired at a cost not to exceed $1,000.00. On motion by Trustee Charsky and seconded by Trustee Sommers, the Board, on roll call vote, authorized repair of the Allwood Library van at a cost not to exceed $1,000.00. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

There were no trustee comments.

On motion made by Trustee Semeraro and seconded by Trustee Charsky, the Board, on roll call vote, the meeting was adjourned at 6:47 pm. Vote: Yes: Thomas Charsky, Vivian Semeraro, Karen Sommers, David White, and President Patricia Vasilik; No: None; Abstain: None.

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