APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 20, 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, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz, Tracy Sterni, David White.

MINUTES

The Board reviewed the minutes of the November 15, 2023 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the November 15, 2023 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, 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, 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 Library is waiting for a revised estimate for suggested work. Generations came to do their approved closer inspection of the parking lot and walkway pole lights at Allwood. The fire extinguishers and the fire alarm system were successfully tested. The landscapers completed the fall cleanup. Repairs were made to the water fountains at both Main and Allwood. The Library filed necessary paperwork regarding the Library Construction Bond Act Grant. The Director updated the Board on the programs conducted in the past month and plans for programming next year.

The Director attended the city's Unhoused Task Force Meeting on December 14 at City Hall, and the LibraryLinkNJ Zoom meeting on December 13.

Personnel notes:

David Garcia started work on November 20 as a Custodial Worker, $16 hour, 20 hours per week. The Civil Service Promotional Announcement for Librarian 2 is posted, with a closing date of December 21. The Library is still awaiting Civil Service result lists from the Assistant Director and Senior Library Assistant postings.

The Director reported receipt of the following donations.

Unrestricted:

$ 1.95	Canister

Restricted:

$ 1,000.00	From Adele Piela for books in Memory of Janine Piela
$ 30.00	From Carol Loden for books Merry Christmas to grandchildren Owen, Jacob and Stella

Restricted – DEPARTMENTAL:

$ 181.22	Interest earned on EW Fund for juvenile programs
$ 3,200.00	From FRIENDS of Clifton Public Library, for museum passes, musical programs and Children's Department use
$ 1,000.00	From Richard Ruggiero and Family for train table in Main Children's room and other use

CORRESPONDENCE

There was no correspondence for the Board.

COMMITTEE REPORTS

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that 51 people attended the Mike Luipersbeck Trio concert. The Friends received $96 from the Panera fundraiser.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated December 1, 2023, and the Claims List dated December 20, 2023. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List dated December 1, 2023, in the amount of $94,417.84 and the Claims List dated December 20, 2023, in the amount of $51,321.93. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

The Director reported that all the bids for the Main HVAC project came in substantially over budget. After consulting with the City Manager and the project engineer, the Director recommended that the bids be rejected and that the project be put out to bid for a second time. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, rejected all bids submitted for the Main HVAC project and authorized the Director to put the project out to bid again. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

The Director reported that Generations Services revised its proposal for exterior LED lighting upgrades, specifically replacing the walkway lighting at Allwood. The proposal is now $11,295.00 which is less than the Board approved in November. However, there are other repairs that will be needed for the light poles in the parking lot.

NEW BUSINESS

On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the 2024 Cash Management Plan. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the Resolution Appointing PALS Plus Voting Representative for 2024. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the following: Resolution Authorizing the Award of a Non-Fair and Open Contract for Purchase of Books and other Library Materials to Baker and Taylor LLC. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, approved contracting with AEP as the Library's electricity supplier for a one-year term commencing on January 24. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

The Board reviewed quotes from Northeast Equipment and Complete Saw and Garden Equipment for a new Toro Snow Blower. On Motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board, on roll call vote, approved the purchase of a three (3) new Toro Snowblowersat a cost not to exceed $850 each provided that the library obtains one more quote before making the purchase. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

The Board reviewed quotes from TruGreen and Lawn Doctor for 2024 Lawn Care Contract. On Motion made by Trustee Semeraro and seconded by Trustee Ruggiero, the Board, on roll call vote,

approved contracting with TruGreen for 2024 Lawn Care at cost of $2,932.91. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved a contract with EC-Comptech for Tech Support for 2024 in the amount of $1,423.50 in accordance with the form of contract included in the Board packet. Vote: Yes: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik wished everyone a Merry Christmas and Happy New Year and congratulated the staff on getting through the holiday programs.

On motion made by Trustee Semeraro and seconded by Trustee Polk, the Board, with all present being in favor, adjourned the meeting at 7:20 pm.

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