APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 21, 2024

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, Suzanne Sia, Vivian Semeraro, Karen Sommers, Tracy Sterni, David White and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: None.

ELECTION OF OFFICERS

Counsel temporarily assumed the chair to conduct the election of officers.

Trustee Ruggiero nominated Patricia Vasilik for President. The nomination was seconded by Trustee Semeraro. There were no other nominations. Ms. Vasilik was elected as President on roll call vote as follows: Vasilik - Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and Vasilik. Other – None; Abstain – None.

Trustee Sterni nominated Thomas Charsky for Treasurer. The nomination was seconded by Trustee Sommers. There were no other nominations. Mr. Charsky was elected as Treasurer on roll call vote as follows: Charsky - Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and Vasilik; Other – None; Abstain – None.

Trustee Sommers nominated Barbara Polk for Secretary. The nomination was seconded by Trustee White. There were no other nominations. Ms. Polk was elected as Secretary on roll call vote as follows: Polk - Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and Vasilik; Other – None; Abstain – None.

President Vasilik assumed the chair.

MINUTES

The Board reviewed the minutes of the January 17, 2024 meeting. A correction was made to the carpet and tile cleaning minutes to reflect that the motion was made by Trustee Ruggiero and seconded by Trustee Polk. On a motion made by Trustee Polk and seconded by Trustee White, the corrected minutes of the January 17, 2024 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

The Board reviewed the minutes of the January 17, 2024 executive session meeting. On motion made by Trustee Ruggiero and seconded by Trustee White, the minutes of the January 17, 2024 executive session meeting were approved on roll call vote. Vote: Yes: Charsky, Ruggiero, Sia, Semeraro, Sommers, Sterni, and White; No: None; Abstain: Polk and Vasilik.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director provided the Board with a written report updating the Trustees on the Library since the January meeting.

The Library was closed on Tuesday, February 13 due to a snowstorm. As a result, the Valentine's Day program (StoryFaces) was rescheduled to Tuesday, February 20.

Maintenance Supervisor Nick Alectoridis and the Director attended the annual Bloodborne Pathogens review at city hall on January 22.

The Library is working with Crane Engineering on a timeline for going out to bid again on the HVAC project. The Library had put in a request to the city for additional capital for this project. The Director confirmed with the City that the Library is still interested in other requests that had been previously submitted.

A Jersey Elevator representative came in to go over the quotes we reviewed at last month's board meeting. There are things that need to be updated on older equipment such as the library's but are not time critical. The Library proceeded with the approved work on the sensor and will monitor the need to do the other work.

Generations Electric was at the Main Library to do urgent pole light repair. The light in the staff lot was out which made it very dark. The work was done after consulting with Board President Patricia Vasilik.

Generations is scheduled to do the pole light removal in the Allwood parking lot on February 27-28, weather permitting. The lot will be closed to the public at that time. The Director has been in touch with DPW regarding putting up "no parking" signs, and they will inform the police department. Flyers will be placed on the cars of neighbors who tend to park there overnight.

Allwood had no heat recently. Garden State Mechanical came in to replace a circulating pump.

The Main Library phones went down on February 1st. It was a problem with the system, not the lines. The system is old and needs replacement. In the meantime, the Director consulted with President Vasilik and went ahead with the hard drive replacement. The Director advised that this project should be bumped up on the to-do list a bit.

Librarian 2 Khusboo Rana after researching video game suppliers settled on Thomas Klise/Crimson Multimedia, a Connecticut based, woman-owned small business to supply video games. Ms. Rana is working on Newsletter Vol. 17 and is promoting a passive teen program called the Teen Reader Spotlight. Thid gives teens an idea of what their peers are reading.

On January 31st, Librarian 3 Kathy Grimshaw attended the ARRIVE Together Forum at Clifton High School on behalf of Clifton Public Library. The Arrive Together program was created with the goal of reducing the number of fatal incidents involving the mentally ill at the hands of police. The aim is to have mental health intervention before 911 is ever needed. St. Joseph's staff members gave the following hints to deescalate situations with members of the public: stay calm, listen, give space, use patience and ask questions. Wait for answers to your questions.

Librarian 4 Pat Ferro and Librarian 3 Gloria Abero both provided book lists to The Clifton Times for Muslim and Black History months.

Allwood Branch Manager Barbara Altilio reports that the book sale held February 1, 2 and 3 did fantastic raising $537. AARP Tax help started up this month and is fully booked.

The Library will be participating in Makers Day on March 16th. In the morning there will be space themed activities and in the afternoon a NASA ambassador will being giving a talk about lunar and solar eclipses.

In the Children's Department, the winter program season has begun. Story times have been very well-attended at both the Main Library and Allwood Branch, with the story time for 1+2 Year Olds filling up every time. Librarians Julian Schicho and Heather Nilsen have gotten great feedback on these programs

The Local Author Visit on February 5th went well, with the author saying she had a great time and children who attended staying longer than planned because they were having so much fun! Take Your Child to the Library Day also went well. There is a lot of demand for Homework Help not only for the levels we cater to (grades 1-4), but also for children above and below these grade levels.

City Green had a successful gardening program at the end of January, and there is already patron interest for the next session coming up at the end of February. At the end of this month, there is our Dr. Seuss Celebration in collaboration with the Recreation Department, which will include a

story and some crafts. The Library received expansion kits for the Book Menus (located in the Children's Department) that Juliana and Librarian Heather Nilsen will be working on.

Juliana has been working diligently on the calendar on EventKeeper to keep up with any new program information or cancellations, and regularly update the Children's Blog with booklists, new books, program announcements, program photos, and more. The displays at the Main Library have also been moving well.

Heather reports that Music Play Patrol put on a fantastic program for Black History Month teaching children about African Drums and giving each child a opportunity to play the various drums as well as dance with the dancing stick. (A big Thank You to the FRIENDS for this program!)

We have had a lot of interest in our Eclipse programs and glasses we are handing out. Families have been checking out books about eclipses after the programs. The kids 6 years of age and really enjoyed when the lights were turned off and they could see the light from the flashlight projected though their pinhole camera. Every family with children who attends one of these events gets a take home kit with an activity, info about seeing the eclipse safely and 1 pair of eclipse glasses donated to us by Gordon & Betty Moore Foundation.

The PALS Plus Youth Services Committee has a lot of plans for this year including getting a presenter from the Eric Carle museum to run one of their story time workshops for PALS Plus librarians.

The Director reported on several incidents that occurred involving medical emergencies, a couple in their car using Library wi-fi to watch a movie and misuse of the rest rooms and a patron complaint about a defaced library book.

The Director reported that the list for Senior Library Assistant was recently released by Civil Service. The Director will review and discuss with the Personnel Committee in the next few weeks.

The following donations were received by the Library:

Unrestricted:

$	1.98	Canister
$	1.62	Patron

Restricted – DEPARTMENTAL:

$	187.27	Interest earned on EW Fund for juvenile programs
$	250.00	From Thomas Charsky for use in children's programs

CORRESPONDENCE

There was no correspondence for the Board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List (2024 Budget) dated February 1, 2024, the Encumbrance List (2023 Budget) dated February 1, 2024, the Claims List dated January 17, 2024 (2023 Budget) and the Claims List dated February 21, 2024 (2024 Budget) and the Claims List dated February 21, 2024 (2023 Budget). On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List (2024 Budget) dated February 1, 2024, in the amount of $19,425.64, the Encumbrance List (2023 Budget) dated February 1, 2024 in the amount of $6,321.51, the Claims List (2024 Budget) dated February 21, 2024 in the amount of $55,106.53 and the Claims List dated February 21, 2024 (2023 Budget), in the amount of $885.50. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

On motion made by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, approved the 2024-2025 Board Meeting schedule as presented. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Ruggiero and seconded by Trustee White, 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 from Brodart. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

On Motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, on roll call vote, approved the following the revised Purchasing Policy and Petty Cash section of the Business Policy attached. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

On motion made by Trustee Ruggiero and seconded by Trustee Semeraro, the Board, on roll call vote, granted the request of the BLOOMIN' 5k event to use the Main Library parking lot on Sunday, April 23 from 7 am – Noon. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

The Director requested that the Board approve a budget of $1,200 for National Library Week/Volunteer Week. On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, voted to approve a budget of $1,200 for the celebration of National Library Week and Volunteer Week. Vote: Yes: Charsky, Polk, Richard Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik welcomed Trustee Sia to the board.

President Vasilik advised the trustees of the New Trustee Training on March 23, 2024 via Zoom that is being conducted by the New Jersey Library Trustee Association.

On motion made by Trustee White and seconded by Trustee Charsky, the Board, with all present being in favor, adjourned the meeting at 7:17 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel