APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 17, 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, Vivian Semeraro, Karen Sommers, Tracy Sterni, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Marianna Gozdz and David White.

MINUTES

The Board reviewed the minutes of the December 20, 2023 meeting. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the December 20, 2023 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Ruggiero and seconded by Trustee Semeraro, the Board, on roll call vote, voted to close the Public Comment portion of the meeting. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni 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 December meeting.

The maintenance crew spent time on Sunday, January 7 cleaning snow from walkways at both buildings. On Tuesday, January 9, the Library closed at 5:00 pm in anticipation of the severity of the rain, wind and flooding that was predicted to hit our area. The Main Library had a brief power outage at night that caused some disruption to PALS Plus services and building air handlers; both systems were brought back into operation in the morning.

Graffiti was found on the wood endcaps of an aisle in the back of the reference department.

The Library received approval for a timeline extension on the NJ Library Construction Bond Act grant from the State Library. The new completion date is August 2026.

The Passaic County Board of Elections provided the Library with dates for Early Voting in 2024. The Library received the reimbursement check for expenses (maintenance overtime) incurred in 2023 for Early Voting.

The Director attended a Civil Service Local Advisory Board meeting on January 12 in Newark.

Librarian 2 Khusboo Rana is scheduling teen programs. Topics include an author talk, a teen journaling workshop, and college preparation workshops. In addition, she is looking into an informative seminar on concussions (stemming from injuries sustained during sports) and how to prevent them as well as a program for parents of teens on how they can get more involved in their children's education. A series of mental health workshops (working with a community group called Passaic County NJ4S) focusing on topics related to Kindness and Bullying as well as Self-confidence is being explored for the month of March.

Khusboo joined the 2024 PALS Plus Teen Services Interest Group hoping to collaborate with other teen librarians in the PALS consortium on programming and other activities to improve teen services at Clifton.

Our video game vendor, Ingram, has recently gone out of business. Staff is researching other alternatives as video games are very popular with Library patrons.

Allwood Branch Manager Barbara Altilio is arranging a three-day book sale February 1, 2 and 3. AARP tax help will be at Allwood again starting February 8. United Way asked to run VITA tax help at Main, however scheduling couldn't be arranged. United Way indicated that they will reach out earlier next year.

Children's Supervisor Gloria Abero and Librarian 1 Heather Nilsen visited several 1st grade and kindergarten classes at the School 12 Annex, running bilingual outreach story times and promoting library services.

In early December, local author Vita Maggio visited the Allwood library for an evening story time.

Heather once again dressed up as Mrs. Claus for *Story Time with Mrs. Santa Claus* at the Main library. The Clifton Recreation department provided the costume and goody bags. It was well attended; the families had a great time and kids loved writing letters to Santa and taking pictures with Mrs. Claus.

Children's Department is planning and working on promoting Winter 2024 programs, including:
- Programs on the solar eclipse leading up to April's eclipse;

- A performer discovered though the Morris Arts Performer Showcase for the Valentine's Day program who illustrates his stories as he tells them by painting audience volunteers' faces;
- Mr. BoomBoom of Music Play Patrol will return for a Black History Month program on African Drumming;
- Continuing collaborations with 4-H and City Green to provide STEM and gardening programs

The new book menus have been well received. Recent themes included 'wintery' themed chapter books and Muslim Heritage Month.

Gloria and Heather attended the Youth Services Forum.

Personnel notes:
Monitor Mohammed Mutaher resigned as of December 28, 2023.

The Director reported the Library received the following donations:

Unrestricted:

$	6.80	Canister
$	250.00	Power Jet Services / William Argandona

Restricted:

$	1,000.00	From Adele Piela for books in honor of library staff and trustees
$	97.52 ($100 PayPal)	From Nathan Harshman for books to commemorate the sustained generosity of Adele Piela

Restricted – DEPARTMENTAL:

$	187.27	Interest earned on EW Fund for juvenile programs
$	50.00	From Ruth Dunham for use at Allwood

CORRESPONDENCE

There was no correspondence for the Board.

COMMITTEE REPORTS

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that the Friends received $9.64 from Five Below for its December fundraiser. The semiannual meeting will be held on April 16 from 1pm-3pm. The speaker will be Michael Gabriel author of *Colonial Taverns of New Jersey.*

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated January 1, 2024, and the Claims List dated January 17, 2024 (2023 Budget) and the Claims List dated January 17, 2024 (2024 Unapproved Budget, 2023 State Aid, 2023 General Revenue and Restricted) and the Claims List dated January 17, 2024 (2023 Budget). On Motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, approved Encumbrance List dated January 1, 2024, in the amount of

$122,750.98 and the Claims List dated January 17, 2024 (2024 Unapproved Budget, 2023 State Aid, 2023 General Revenue and Restricted) in the amount of $114,170.62 and the Claims List dated January 17, 2024 (2023 Budget), in the amount of $6,321.51. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni and President Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On Motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board, voted to go into executive session to discuss collective bargaining matters at 6:42 pm. Vote: Yes: Charsky, Ruggiero, Semeraro, Sommers, and Sterni; No: None; Abstain: Polk and President Vasilik.

The Board reconvened at 6:57 pm with the same members present. Counsel announced that the Board met in executive session and discussed collective bargaining matters. No action was taken in the Executive session.

UNFINISHED BUSINESS

The Board reviewed the 2024 Budget presented by the Library Director. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the 2024 Budget as presented. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

The Board reviewed proposal (Order #57498) from Generations Services for work to remove 3 light poles at the Allwood Branch. On motion by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the proposal of Generations Services, Order #57498 in the amount of $3,697.72. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

NEW BUSINESS

The Board reviewed a proposal from Jersey Elevator for work to furnish and install electronic safety edge on the elevator car door and a second proposal form Jersey Elevator to furnish and install a new solid state motor starter. The Board was advised that a second quote was needed for the work to furnish and install a new solid state motor. On motion by Trustee Semeraro and seconded by Trustee Charsky, the Board, on roll call vote, approved Jersey Elevator Proposal #2024-074 for the furnishing and installation of an electronic safety edge on the elevator car door in the amount of $2,500.00. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

The Director proposed changing the Community Room Use Policy to allow authors and others who present programs to sell their books and items related to their presentation. The Director also proposed that all groups, not just non-profit groups, may use the Community Room without charge provided that they set up and break down the room on their own and elimination of the application

for rental of library facility form. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved changes to the Community Room Use Policy as presented by the Director. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni and President Vasilik; No: None; Abstain: None.

The Board reviewed proposals from Chem Dry of Clifton and MilliCare by EcoDry for carpet and tile cleaning at the Allwood Branch. On motion by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved hiring Chem Dry of Clifton to clean the tile at Allwood at a cost of $1,010.00 and to hire MilliCare by EcoDry to clean the carpet at Allwood at a cost of $850.00. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vasilik and Director Tomczak complimented the maintenance workers for snow removal.

On motion made by Trustee Semeraro and seconded by Trustee Polk, the Board, with all present being in favor, adjourned the meeting at 7:16 pm.

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