APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 20, 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.

MINUTES

The Board reviewed the minutes of the February 21, 2024 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Polk, the minutes of the February 21, 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.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director updated the Board regarding the Main Library HVAC Project and the outdoor lighting projects at Allwood. DPW really helped out by removing concrete bases that remained after parking lot poles were removed. Work at Allwood was complicated by PSE&G doing work on Lyall Road without advance notice. Maintenance Supervisor Nick Alectoridis recommends that the Library add a pole light along the parking lot sidewalk near the book boxes. Generations has been asked for a quote.

DPW also came to Main to remove the two tall hedges that flanked the monument (now removed) on Piaget/Third corner, and they removed bushes in front of the media room windows

that were overgrown and unwieldy. The Director has asked that the base for the monument not be moved for now as it may be a good location for a sign for the Library.

At Main, construction trucks and equipment were staged in the parking lot. The State is doing work on fiber optics lines in the area.

At Main, a slight leak was observed coming from the skylight over the grand staircase twice over the past few months. The architect was informed and the contractor came out to inspect both times. The skylight does not appear to have any cracks or holes. The contractor made sure the seals were good around anywhere else water might infiltrate. If it happens again, the skylight manufacturer may need to be contacted.

The State Aid report was submitted in a timely manner. Stats have gone up pretty much across the board.

On March 21, 2024, Teen Librarian 2 Khusboo Rana scheduled a book launch and signing event at the Main Library to promote local author Camille Gomera-Tavarez's second book entitled "The Girl, The Ring & The Baseball Bat," which is written for a teen audience.

On March 26, 2024, she scheduled a workshop on preventing, identifying and treating concussions at the Allwood Branch. Dr. JoAnn Gisenhaus will be presenting "Concussion Roulette and Peak Performance" for teen athletes, coaches, and adults who are involved in recreational sports.

Khusboo attended the hour-long training on the Palace Project on February 27. This is another digital resource, in addition to Libby and Hoopla Digital. This will be promoted through the Book-A-Librarian services. She familiarized the Director with its interface, functionality, and content selections.

Librarian 2 Vivian Ungerleider reports that a new therapy dog, Gulliver ("Gullie"), has been added to our roster.

On March 13, the Library held a NJ Romance Writers Book Expo featuring mostly local Romance authors (Clifton, Wayne, Cedar Grove). This was an interactive event and it was a success, with about 40 attendees.

On March 14, the Library had live Irish music by Mark Kilianski & Max Carmichael. There were around 45 attendees. It was a very lively, entertaining program that had people singing and tapping their toes.

Upcoming: April 16 – FRIENDS Semi-annual meeting at 1:00pm, book signing and author talk by Michael Gabriele, regarding his new book " Colonial Taverns of New Jersey". April 16 – 7:00pm, music by REEDS Rhythm and All That Brass (16 musicians plus pianist!)

The Children's Department has been conducting between five and nine homework help programs every Monday-Wednesday, running between 5 and 9 programs. The Director gave special

thanks to Librarian Juliana Schicho and Library Assistants Jennifer Bello and Monica Pineda for keeping things running as the children's department was hit with several illness and family health emergencies. Allwood Branch Manager Barbara Altilio and the Director helped to cover the Dr. Seuss program and the School 5 Outreach Storytime for Read Across America Day.

The past few weeks have seen a marked increase in traffic through the Allwood Children's room on already busy Fridays.

On March 16, eclipse glasses were handed out to families with children at the Maker's Day program. This is the last planned eclipse related event before the April 8 eclipse.
We have several holiday craft programs scheduled for March, covering St. Patrick's Day, Holi, Purim and Easter. Juliana was able to fill in alongside frequent volunteer Ruba Qasem, as we have in past years, to run a Ramadan program at the beginning of the month.

The Children's staff has noticed an increased demand for tutoring at the Main Library, largely in terms of Reading Help. The staff provide patrons with suggested tutors several times a week. The Library is preparing another Reading Help program for mid-April.

All departments continue to spend time focused on unhoused patrons and those with time-consuming needs. The Health Department has arranged to use the Main community room Monday mornings for outreach. They have been booked every week for the next few months and will adjust from there based on response.

Personnel notes:

- Part-time Library Assistant Devin Sogluizzo has given us her resignation. Her last day was March 15.
- A staff member injured their finger when it got caught when a door shut. They were taken to Totowa Primary Care Center, the city's current medical provider. They received stitches and returned to work the same day and are following up as directed at the same facility.
- The CWA has reached out to open negotiations for the next contract.

DONATIONS

Unrestricted:

$	5.45	Canister

Restricted:

$	145.00	From the Library Board of Trustees in memory of Henry Tomczak for books
$	20.00	From Karen Sommers in memory of Peter Fierro for books

Restricted – DEPARTMENTAL:

$	175.17	Interest earned on EW Fund for juvenile programs.
$	200.00	From The Woman's Club of Allwood for use in Allwood

CORRESPONDENCE

The Board received correspondence from Justine Tomczak thanking the Trustees for their donations in memory of her late father-in-law, Henry Tomczak.

COMMITTEE REPORTS

FRIENDS REPORT

The Friends is having its annual membership drive during National Library Week.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List (2024 Budget) dated March 1, 2024, the Encumbrance List (2023 Budget) dated March 1, 2024, and the Claims List dated March 20, 2024. On Motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved Encumbrance List (2024 Budget) dated March 1, 2024, in the amount of $110,227.04, the Encumbrance List (2023 Budget) dated March 1, 2024, in the amount of $885.50, the Claims List dated March 20, 2024, in the amount of $22,050.16. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

The Director is waiting for answers to questions from Civil Service regarding various personnel matters. When she gets those answers, she will report back to the Board.

UNFINISHED BUSINESS

The Director reported that because of staff shortages and issues related to the HVAC project, she has not been able to move forward with scheduling Sundays. She advised the Board that she will contact those individuals that had applied for Sundays, telling them that the Library will plan on opening Sundays in the Fall.

NEW BUSINESS

On motion made by Trustee Ruggiero and seconded by Trustee White, the Board, on roll call vote, approved contract with Garden State Mechanical for HVAC preventative maintenance at Main Library for the sum of $8,100.00 in accordance with their letter agreement of April 1, 2024 and for preventive maintenance at Allwood for the sum of $2,550.00 in accordance with their letter agreement of April 1, 2024 . 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 Resolution Reserving Funds for Main Library HVAC Project. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

The Director noted that over the past several weeks there have been incidents at the Main Library that have caused concern among the staff. In addition to the Clifton Special Police Officers which the Library currently hires, she wants to explore other options for providing security for the Main Library, such as outside security firms or hiring employees with civil service titles that include security within their job description.

TRUSTEE COMMENTS

President Vasilik reminded the Trustees of the New Trustee training being held virtually on Saturday March 23.

Trustee White announced that he will step down as the Superintendent's alternate at the end of the school year.

Trustee Charsky asked about the status of the new library salary guides. Counsel informed the board that there is an agreement in principle with the union, however the union wants to finalize the guides as part of the upcoming negotiations for a new contract.

On motion made by Trustee Polk and seconded by Trustee Semeraro, the Board, with all present being in favor, adjourned the meeting at 7:05 pm.

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