APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 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, Suzanne Sia, Vivian Semeraro, Karen Sommers, Tracy Sterni, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Barbara Polk, Richard Ruggiero, and David White.

MINUTES

The Board reviewed the minutes of the March 20, 2024 meeting. On a motion made by Trustee Charsky and seconded by Trustee Semeraro, the minutes of the March 20, 2024 meeting were approved on roll call vote. Vote: Yes: Charsky, Sia, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers and seconded by Trustee Sia, the Board, with all present being in favor, closed the public comment portion of the meeting.

DIRECTOR'S REPORT

The Director reported that on the day of the meeting, there were some issues with some patrons who are in need of social services. The City is working on having social workers available to assist patrons.

At Allwood on Tuesday evening a group using the community room took an active panel from another group at the library.

The Director reported that there was no damage as a result of the April 5 earthquake.

Notice for bidding on the HVAC project ran in the newspapers on April 12. Bid opening is scheduled for May 26.

The Library is working with a subrogation lawyer hired by Hartford Steam Boiler Inspection and Insurance Company. The insurance company is suing Lochinvar, the boiler manufacturer, for failure to honor its warranty.

DPW will be back to Allwood to fill in the holes created during the light pole project after the initial dirt fill settled in.

Garden State Mechanical and D&B will be prepping the HVAC and chiller for startup.

Librarian 4 Pat Ferro worked with the Clifton Association of Artists to coordinate a display in Main's gallery. He provided The Clifton Times with a bibliography of new poetry books for the month of April.

The group study room had 37 users in January, 49 in February, and 66 in March. The Director noted an increase in the number of people looking for space they can use to participate in virtual meetings.

The Director updated the Board on changes in the Reference Department. Pat will be taking over scheduling and daily supervisory duties from Librarian 3 Kathy Grimshaw. Kathy will now be able to focus on local history projects, such as digitizing, running programs, and promoting collections and resources, and increasing engagement with the ESL community and job seekers.

Library Board President Patricia Vasilik and the Director began attending a series of Zoom sessions held by the State Library on the topic of Strategic Planning.

Teen Librarian 2 Khusboo Rana reports that on April 3, the first session of the Teen Journaling and Self-Expression Workshop series led by licensed clinical social worker, Najamah Davis, was well received with 9 tweens and teens of various ages in attendance. More parents and teens have called expressing an interest in the program with several teens being waitlisted. She has spoken to Ms. Davis about adding more programs.

Rutgers 4-H and Khusboo are promoting a Digital Storytelling program to youth in 6th to 12th grades. The program will give tweens and teens the ability to communicate and tell stories through different mediums and will take place every Thursday, beginning April 11 and ending on May 30.

On Tuesday, April 23, Passaic County NJ4S (a hub that addresses mental health challenges) will present Digital Citizenship: A Guide to Being Safe and Smart Online to teens between the ages of 12-17 years old. Khusboo is working with NJ4S on scheduling additional workshops centered on substance abuse prevention, kindness, high school readiness, and self-care and stress management.

Khusboo is starting to plan the Teen Summer Reading Program and looking at craft ideas and prize selections through different vendor websites. She's also looking at the Collaborative Summer Library Program (CSLP) for teen program ideas/performers and watched the NJ Summer Reading Committee's workshop recording, to get ideas.

Librarian 2 Vivian Ungerleider reports that our new therapy dog, Gulliver ("Gullie"), has been doing well with our young patrons.

The NJ Romance Writers, which held an event here in March, sent Vivian a thank you gift and card. They loved our Book Expo & hope to work together again soon!

Multiple events are happening on April 16:
--FRIENDS Semi-Annual meeting (1:00, Main Library) with local author Michael Gabriele, speaking on the topic of his latest book, "Colonial Taverns of New Jersey";
--Monthly evening Book Club meeting (book to be discussed: The Light Between Oceans by M.L. Stedman);
--REEDS RHYTHM and All That Brass (7:00, Main Library) – 16 piece brass band will perform.

On May 7, Hackensack Meridian John Theurer Cancer Center / Hackensack University Medical Center Cancer will be at the Main Library to present a Screening Guidelines and Cancer Prevention Education Workshop.

On April 6 Vivian watched an informational tutorial about The Palace Project, and on April 4 Librarian 3 Barbara Altilio and the Director attended a how-to Zoom session on customizing our library's landing page and curating themed reading lists.

The Children's Department had passive programs, such as the very popular space-themed I Spy game every month (starting in January) for the kids to play, learn about the eclipse and win prizes.

Bright Star Academy visited the Main library in April, and we are in the process of scheduling Allwood Play and Learn to visit the Allwood library in May.

The Library had good attendance for the Holi and Purim crafts at Allwood.

Upcoming programs include:

- Learn how to make a healthy snack with a ShopRite dietitian
- Star Wars party in collaboration with Clifton Rec department
- City Green gardening programs
- Water Safety story time with the Stew Leonard III Water Safety Foundation
- Monthly Outreach story time to Botany Village
- Bilingual Turkish story time with a community volunteer
- Several craft programs
- Our regular programs, including reading to therapy dogs, story times, baby playtime with a physical therapist, homework help and so on.

The Children's staff is working on the Summer Reading program and calendar. The Kiwanis Club has reached out to again offer ice cream and other incentives to the kids, and the staff is also working with Downtown Clifton to see how they can collaborate.

The Health Department is using the Main community room on Monday mornings for outreach. The next meeting of the city's Unhoused Task Force will be held in the Main Library on April 25 to give city and county organizations involved in social service work a chance to see our facility and understand our challenges. At the March meeting, it was stated that the homeless count in the county went up significantly in the last year.

National Library Week was April 7 - 13. The Perpetual Planning Committee coordinated daily activities or giveaways for the public and organized lunch for staff on National Library Workers Day. FRIENDS of the Library greeted the public in both buildings and explained their purpose and ways in which they support the library to encourage membership.

The first PALS Plus membership meeting of the year was held April 25th. Two of the items discussed were the State's preliminary budget figures, which cuts the Library Network line by 20%. This could have an impact on LibraryLink NJ, specifically delivery. The other point of interest is migration of email to Microsoft 365. Right now, everything is still in the PALS Plus planning phase.

Personnel notes:

- Sonia Ramos has been selected to fill a part-time Library Assistant position, 15 hours/week, $16.28/hour. Start date is April 15.

DONATIONS

Unrestricted:

$	2.17	Canister

Restricted:

$	13.25	From Karen Sommers in memory of Peter Fierro for books

Restricted – DEPARTMENTAL:

$	100.00	From the Michael Cerone in memory of Henry Tomczak for an oldies concert
$	80.00	From Library Staff in memory of Henry Tomczak for an oldies concert
$	187.27	Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the Trustees.

COMMITTEE REPORTS

FRIENDS REPORT

Trustee Semeraro reported on the FRIENDS semi-annual meeting held on April 16. There were over 50 people in attendance. The membership drive was successful with 3 new lifetime members.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated April 1, 2024, and the Claims List dated April 17, 2024. On Motion made by Trustee Charsky and seconded by Trustee Sommers, the Board, on roll call vote, approved Encumbrance List dated March 1, 2024, in the amount of $29,045.11, and the Claims List dated April 17, 2024, in the amount of $36,295.60.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Director reported that Generations is working on two options for an outdoor light pole at Allwood. When there is a quote, she will bring it to the board.

The Director presented two options for purchasing 10 new Dell Computers. On motion made by Trustee Sterni and seconded by Trustee Charsky, the Board, on roll call vote, approved ten (10) Dell Optiplex Computers and Monitors from PALS Plus, Inc, for the sum of $7,702.30 as per quote #3000174525103.1. Vote: Yes: Charsky, Sia, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

Trustee Charsky asked what the Library is planning on doing with AI (artificial intelligence).

On motion made by Trustee Semeraro and seconded by Trustee Sommers, the Board, with all present being in favor, adjourned the meeting at 7:14 pm.

Respectfully submitted,

Michael A. Cerone, Jr

MICHAEL A. CERONE, JR.
Library Counsel