APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MAY 15, 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 April 17, 2024 meeting. On a motion made by Trustee Charsky and seconded by Trustee Semeraro, the minutes of the April 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.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director updated the Board on incidents with the public that have occurred recently at he Main Library. On May 7, she met with Police Chief Rinaldi, Capt. Kester, Lt. Hasselberger (in charge of the SPOs), Sgt. Giardina (Community Policing), and John Biegel from the Health Dept. The group discussed the pros, cons, and feasibility of various security personnel options. In the short term, the Library will continue using SPOs (special police officers) over the summer. Community Policing will try to stop in and check out the buildings when they can. The Health Dept. is continuing to work with the library on social service issues. They also discussed the possibility of establishing having space in the Library for officers to do paperwork in the building, instead of sitting in the back of the parking lot.

On April 25, the city's monthly Unhoused Task Force Meeting was held in the Main Library so that others involved can see our facility.

There was a pre-bid walkthrough meeting for contractors along with a Crane engineer on April 26. Various questions came from that meeting and through emails that will be answered as soon as possible or by the May 17 RFI response date. Bid opening is scheduled for May 24.

The Director gone through emails, files and notes for information pertinent to Hartford Steam Boiler Inspection and Insurance Company's lawsuit against Lochinvar and sent it to the lawyer.

Garden State Mechanical and D&B have been in to prep for HVAC and chiller startup.

PSE&G is doing mandatory inspections every three years on outside devices, meters, and piping on various public buildings. Two small gas leaks were detected at Main and they returned on May 7 to replace the meter and some piping and fittings.

Excel plumbing, who installed two backflow preventers at Main, has been called as one is leaking.

The auditors were in from May 1-3 to do their initial work.

The Director had a Zoom meeting with two members of the newly forming Clifton Advisory Committee on Civil Rights. We discussed ways in which they can promote things the library is already doing with regards to diversity and equality, cultural awareness, etc. (like displays, book lists, programs for any ages, etc.).

Several staff members and the Director joined the first of a three-part Zoom series on understanding AI. LibraryLinkNJ had held a "train the trainers" type of program back in the fall with a limited number of attendees, and now those participants are running Zooms for everyone.

Children's spring programs are in progress and run up to Memorial Day weekend.

Late April, Children's Librarians Juliana Schicho and Heather Nilsen attended the webinar "Open Book, Open Play: Engaging Toddlers and Preschoolers in Storytime" run by the Eric Carle museum, an opportunity provided by the PALS Plus Youth Services interest group.

The Director gave an update on summer reading programs.

A Clifton resident, Arnold Korotkin, donated approximately 275 die-cast taxis that he specifically wanted to be given out as summer reading prizes. Until then, they are on display in the glass cases on the second floor of Main. A reporter heard about this and has reached out for information.

Heather hosted an in-person meeting of the librarians she is working with for an NJLA conference presentation. The presentation is coming together nicely and all are very excited for

the conference. Besides Heather, Children's Supervisor Gloria Abero and I will also be attending NJLA, and a few library assistants will be going to NJALA.

Bright Star Academy preschool visited the Main Library. They enjoyed a story time and craft and toured the building. Afterward, they spent some time in the children's room reading books and playing. There were two groups who came in on two days: 35 preschoolers (4 yrs. old) and 18 K-1st grades.

On April 25, Teen Librarian 2 Khusboo Rana attended Penguin Random House's Spring Book and Author Festival.

Khusboo attended a webinar presented by Sirsi-Dynix called "How to Face Book Challenges Head-on".

A college planning presentation with My College Planning Team called "Go to College, Not into Debt" was held on Wednesday, May 8 for college-bound teens and their parents.

CCMS teacher and advisor of the Visual Arts Club, Julia Rapavi, invited the library to table at their Mustang Con on May 17.

Librarian 2 Vivian Ungerleider scheduled a Screening Guidelines and Cancer Prevention Education Workshop presented by Hackensack Meridian John Theurer Cancer Center / Hackensack University Medical Center on May 7.

Librarian 3 Kathy Grimshaw started a "seed library" last year on a small, trial basis and it had a favorable response. Well over 300 packets have already been requested. The most popular requests for veggies were cucumbers and cherry tomatoes, and the most popular request for flowers/herbs were basil and marigolds.

On April 19, I attended a Civil Service Advisory Board meeting held in Waldwick for North Jersey Appointing Authorities, specifically libraries.

Personnel notes:

- Margaret "Peggy" Dreker resigned her part-time Librarian 1 position in the Reference Department. Her last day is May 15.

DONATIONS

Unrestricted:

$	1.70	Canister
	100.00	AA District 11/33

Restricted:

$	50.00	In Memory of Councilwoman Lauren Murphy from the Clifton Advisory Committee for Individuals with Disabilities - For books
	48.00	In Memory of Neil Sellevold-Nilsen from the Allwood Staff -For books

5.00 In Memory of Neil Sellevold-Nilsen from Carol Loden - For books
20.00 In Memory of James Kase from Karen Sommers - For books

Restricted – DEPARTMENTAL:
$ 181.22 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

The Trustees received a thank you letter from Tech Services informing the Trustees of the books purchased using the donations which the Trustees made in memory of the Director's late father-in-law Henry Tomczak.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated May 1, 2024, and the Claims List dated May 15, 2024. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List dated May 1, 2024, in the amount of $51,757.45, and the Claims List dated May 15, 2024, in the amount of $19,521.32. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White, and President Vasilik; No: None; Abstain: None.

FRIENDS REPORT

Trustee Semeraro reported that the Friends concert on May 14 was a success. There is a fundraiser in connection with Panera Bread on May 24.

UNFINISHED BUSINESS

The Board reviewed a proposal dated May 10, 2024 from Generations Electric to install a new light pole with LED light at the Allwood parking lot. On motion made by Trustee Charsky and seconded by Trustee White, the Board, on roll call vote, approved the May 10, 2024 proposal from Generations Electric to install a new light pole with LED light at the Allwood parking lot at a cost of $6,400. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

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NEW BUSINESS

The Board reviewed quotes from two landscapers, Jack Mayo and Yagins Group, for the spring cleanup at both buildings. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the hire of Jack Mayo for the sum of $3,750. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, White and President Vasilik; No: None; Abstain: None.

TRUSTEE COMMENTS

President Vaslik reported that she has been meeting with the Director via Zoom regarding a new strategic plan for the Library. President Vasilik asked Trustees to consider volunteering to serve

on the strategic planning committee. Work would include meetings and focus groups with library patrons. The work will likely start in the summer.

On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, with all present being in favor, adjourned the meeting at 7:08 pm.

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