APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 19, 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 6:32 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, Vivian Semeraro, Karen Sommers, Tracy Sterni, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Richard Ruggiero, David White. Vivian Semeraro arrived at 6:38 pm during the Director's report. Suzanne Sia arrived at 6:42 pm during the Director's report.

MINUTES

The Board reviewed the minutes of the May 15, 2024 meeting. On a motion made by Trustee Sommers and seconded by Trustee Charsky, the minutes of the May 15, 2024 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

Optimum replaced a line to the Allwood Branch to fix the Wi-Fi which had been spotty.

PSE&G moved Allwood's gas meter from the basement to outside.

At the May 21 City Council meeting, officials once again discussed the possibility of a new firehouse being built in the park next to the Main Library.

The weeding of adult non-fiction at Allwood is complete. In addition to managing out-of-date and/or unused materials, it helps with inventory control in correctly marking items missing or finding them elsewhere.

Staff at both Allwood and Main are working on controlling and correcting the location of items still marked as “new” in the catalog system but are not.

Allwood’s book club is doing very well, averaging fifteen members at their monthly meetings. Allwood Crafters (formerly known as the Knitters) meet every Friday and with some 10-20 members at a meeting. They also booked the display case for the month of June and filled it with the amazing pieces they’ve been working on.

Library Assistant Matt Agnoli has added a new person to his homebound deliveries.

Allwood Branch now has a regular group of unhoused persons that come to the library every day. Some of them are working people who have been priced out of their rentals. During the winter months we did tell them about the code blue shelter the city provides.

Patrons that are aware that Allwood’s opening hours change in July and August have been asking what our last Saturday open is so that they know they can only visit us Monday-Friday. Last Saturday we saw many new faces coming into the library because the park behind the building was very busy. Families come to use the restroom and to browse in the children’s room.

On Saturday, June 8, the Library was represented at two major community events:

1. Library Assistant Monica Pineda attended "CELA Family Fun Day Community Resource" event held by the Clifton Early Learner Academy on Brighton Road from 10 am to 2 pm. Approximately 120-150 individuals stopped by the library table, seeking information about library services. Existing patrons inquired about upcoming children's programs, while new families were encouraged to sign up for library cards.

2. Supervising Library Assistant Melissa Carrasco and Sr. Library Assistant Joel Colon attended the 3rd Annual Passaic County Book Festival, organized by the County of Passaic and PALS Plus and held in Weasel “Book” Park.

Joel coordinated a visit to the Main Library by residents of Mira Vie (formerly the Chelsea) assisted living.

Within the last month, the Children’s Department has been gearing up for Summer Reading, including doing school visits and other forms of promotion to get kids interested in what is going on here this year. Librarian 1s Juliana Schicho and Heather Nilsen and Supervising Librarian Gloria Abero have started their school visits.

The Summer Reading Kickoff is June 25th at Berkeley College in joint venture with the Woodland Park Library. It is an interactive event featuring Circus Minimus that uses audience participation and should be very entertaining.

Homework Help has wrapped up for the year, and will resume in the fall for next school year. Registration for our Summer Reading Partners Program has begun for Clifton residents, and

there has been much interest from patrons. Our search for volunteers has been posted not only in house and on our website but also in CHS and PCTI.

Heather attended two days of the NJLA Conference. There were several panels that were extremely useful and gave her some new ideas to try.

Heather was a co-presenter for the NJLA conference session "The What, Why, and Hows of Sensory Storytime," which she was excited to report went very well. They had about 40 people in attendance and received several compliments on the presentation.

Teen Librarian 2 Khusboo Rana had the Teen Summer Reading Program activities brochure, reading log, and promotional flyer and social media posts all completed and ready to go live on June 11.

On May 27, Khusboo and Sr. Library Assistant Danielle Sonye-Reising went to the CCMS Mustang Con.

Librarian 2 Vivian Ungerleider was contacted by NEWS 12 NJ regarding our book club. She arranged for them to attend a meeting on Tuesday, July 16 to do some filming and get sound bites from willing participants. NEWS 12 chose the title for discussion: "Dear Edward" by Ann Napolitano (a NJ Author).

On May 21, a Poetry Program drew in 25 attendees. The program included a guitarist accompanist (Elvis impersonator) and had participants during the open read portion. On June 6, a returning favorite, local beekeeper Brian Eromonek, gave another educational presentation with 20 people in attendance. The Adult Summer Reading program starts at Main and Allwood. An upcoming program on dealing with knee pain is scheduled for June 18 at 1:00 at Main.

Librarian 4 Pat Ferro has displays up or in planned on the topics of Quench Your Thirst, Spring Food Ideas, and Immigration Heritage Month, and is ready with a wide range of beach reading books for summer. He arranged an art exhibit by artist and tutor Ron Vara on both floors at Main. He reports that the Reference Department has had many requests from patrons for individual enclosed area to use their phones or computers for Zoom or other forms of virtual meetings.

The Director attended the PALS Plus membership meeting on May 23. She also attended three days of the NJLA conference. The Director attended sessions on the topics of collection development policies for self-published authors, digital literacy services, artificial intelligence (AI – a hot topic), toolkits for homeless services, staffing outside the box, programming with community partnerships, and more.

The Director reported that one of the vans broke down and had to be towed to Schumacher Chevrolet. The vehicle required a new transmission and four new tires. Per the Library's emergency purchasing process, the Director consulted with the President and then approved the repair. The cost of repair is $5,386.48.

Personnel notes:

- Maharsh Barot resigned his part-time Library Assistant position. His last day was June 7.

DONATIONS

Unrestricted:

$	1.30	Canister
	25.00	From Dorothy Gondola, In Memory of Joseph Wojtowicz
	24.01	From Patrick Walsh, In Memory of Linda Williamson by her sister *Paypal 25.00*
	48.51	From Deborah Fade, In Memory of Joseph Wojtowicz given by Bob, Debbie, Molly and Rebecca Fade *Paypal 50.00*
	97.52	From Christopher Looney, In Loving Memory of Grandpa Joe Wojtowicz *Paypal 100.00*
	48.51	From Janice Steffin, In Memory of Joseph Wojtowicz *Paypal 50.00*
	9.31	From Doreen Terletzky, In Memory of Joseph Wojtowicz
	48.51	From Maria DeGraaf *Paypal 50.00*
	25.00	From Anne & George Klein, In Memory of Joseph Wojtowicz

Restricted:

$	20.00	To commemorate the Knitting Club from an Anonymous donor for books

Restricted – DEPARTMENTAL:

$	187.27	Interest earned on EW Fund for juvenile programs
	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

There was no correspondence for the board.

COMMITTEE REPORTS

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated June 1, 2024, and the Claims List dated June 19, 2024. On Motion made by Trustee Charsky and seconded by Trustee Sia, the Board, on roll call vote, approved Encumbrance List dated June 1, 2024, in the amount of $46,319.99, and the Claims List dated June 19, 2024, in the amount of $53,290.25. Vote: Yes: Charsky, Polk, Sia, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

The Director reported that Unitemp Mechanical Degrees LLC was the low bidder on the Main Library Main HVAC. On motion made by Trustee Charsky and seconded by Trustee Sterni, the

Board on roll call vote awarded the Main Library HVAC contract to Unitemp Mechanical Degrees LLC on the low bid of $2,076,000 with fund from the following: Balance of City of Clifton bond - $ 1,360,600; 2024 operating budget - $279,150; Library Capital Account (Citizen's Bank) - $ 436,250. Vote: Yes: Charsky, Polk, Sia, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

FRIENDS REPORT

Trustee Semeraro reported that the Friends fundraiser in connection with Panera Bread on May 24 raised $123.00. The Friends Gift Gallery will conduct a Christmas in July sale with all Christmas items reduced.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

On motion made by Trustee Semeraro and seconded by Trustee Charsky the board, on roll call vote, voted to meet in executive session at 7:02 pm to discuss a personnel matter. Vote: Yes: Charsky, Sia, Semeraro, Sommers, and Sterni; No: None; Abstain: Polk and Vasilik.

The board resumed meeting in open session at 7:11 pm with the same members present.

On motion made by Trustee Sia and seconded by Trustee Semeraro the board, on roll call vote, authorized four days of unpaid leave for Marta Feduniewicz-Alborzi to be taken between August 22 and August 30, 2024. Vote: Yes: Charsky, Sia, Semeraro, Sommers, and Sterni; No: None; Abstain: Polk and Vasilik.

The Director reviewed with the Board proposed revisions to the PALS Plus Shared Services Agreement. There was no action required at this time.

TRUSTEE COMMENTS

President Vasilik thanked Trustees Charsky, Ruggiero and Sia for volunteering to serve on the strategic planning committee. Trustee Charsky noted that Glen Rock Library is conducting a community survey for its strategic plan through its website.

On motion made by Trustee Charsky and seconded by Trustee Sommers, the Board, with all present being in favor, adjourned the meeting at 7:21 pm.

Respectfully submitted,

Michael A. Cerone, Jr.

MICHAEL A. CERONE, JR.
Library Counsel