APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 17, 2024

The monthly meeting of the Trustees of the Clifton Public Library was held at the Allwood Branch, 44 Lyall Road, 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, Richard Ruggiero, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, and President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: David White.

MINUTES

The Board reviewed the minutes of the June 19, 2024 meeting. On a motion made by Trustee Charsky and seconded by Trustee Polk, the minutes of the June 19, 2024 meeting were approved on roll call vote. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

On a motion made by Trustee Sommers and seconded by Trustee Charsky, the minutes of the June 19, 2024 executive session were approved on roll call vote. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, and Sterni.; No: None; Abstain: Polk and President Vasilik.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

Library staff has been working with Crane and Unitemp to coordinate paperwork and schedule the first pre-construction meeting for the HVAC project.

The lawyer for Hartford Steam Boiler contacted us again asking for clarifications on previous responses as well as some invoices/documentation for items and services related to the boiler failure.

Annual paperwork for the New Jersey Library Construction Bond Act grant is due and has been submitted (except for the audit), even though we have not begun work on that project yet.

The Fairfield Public Library is leaving PALS Plus to join the MAIN alliance. MAIN is part of Open Borrowing, so Clifton patrons can go to Fairfield and borrow materials, and vice versa.

Through PALS Plus, we are now subscribed to Niche Academy's Homeless Training Institute. Normally thousands of dollars, the cost will be $450 thanks to a majority of PALS libraries joining in and lowering the group rate. Training includes dealing with homelessness, difficult patrons, mentally ill, unattended children, PTSD in veterans, etc.

PALS Plus has created a "Passport to Adventure" summer program for youth that complements the summer reading theme "Adventure Happens at Your Library" and encourages interaction with staff and use of resources at any library.

The roof at Allwood is missing some shingles. Genardi Roofing will be coming out to inspect, see if anything else is wrong in addition to the shingles, and provide an estimate.

The additional outdoor pole light at Allwood (near the book boxes) was installed the second week of July.

Allwood had a plumbing problem recently, with toilets in the staff and public bathrooms backing up. Plumbers came in the next day to clear out clogs in the sewer line.

The Main van was fixed (transmission and tires).

Jersey Elevator updated the electronic safety edge on Main's elevator.

Totally Secure came to both buildings on July 11 to manually test the panic alarms.

Clifton Special Police Officers are continuing their coverage into the summer. It has been a welcomed by staff and patrons.

On July 1, the Director received a visit from Councilwoman Rosemary Pino regarding how a non-profit start-up summer camp for kids can utilize the library. We discussed the challenges and limitations (late planning date; space use; staff focus) before coming to an understanding. With a late start date, there is a small number of campers. The Library will see what happens this year and revisit earlier in the year next year to see if a continued arrangement is feasible.

Allwood Branch Manager Barbara Altilio reports that it is business as usual at Allwood. There has been many new card signups and an increase in Internet guest pass users

The Summer Reading Kickoff was held June 25 at Berkeley College in joint venture with the Woodland Park Library. It went very well and both libraries were pleased.

The Kiwanis Club will be sponsoring an Ice Cream Party on August 8 for kids who completed the summer reading challenge, and there are discussions with the NJ Jackals professional baseball team about bringing their mascot, Jack, for an appearance at the party and giving away tickets for a baseball game on August 28 to kids who completed the reading challenge. Besides the Kiwanis and Jackals, other sponsors included Stew Leonard's, Valley Bank, Alma Bank, and Arnold Korotkin.

Librarian Heather Nilsen reports that the Allwood Kids room has been extremely busy with families coming in for programs and summer reading

Kids programs for all ages and the reading partner program are underway. Visits from daycares and camps have also begun.

Local (Nutley) author David Wilson, the author of "The Gopher Tale," visited the library on July 2. He brought fruits and vegetables to show the kids during his reading since the story is set on a farm.

On June 12, Teen Librarian 2 Khusboo Rana attended the Pals Plus Teen Interest Group and Youth Services Group meeting. The Teen Summer Reading Program has started. Logs are continuing to be picked up by tweens and teens – 17 logs at the Main Library and 30 at the Allwood Branch went out in the first week.

The Director reported on several recent incidents:
A teen patron was taken from Allwood by ambulance due to heat stroke or exhaustion;
Parents were looking for a missing teen at Main;
A sibling was looking for her missing mentally ill brother (an adult) at Main;
Main and Allwood staff have exercised care in dealing with paranoid patrons;
Issues in the children's room –

Parents not watching their kids, letting them run, climb, pound on keyboards, yell as the parents talk with each other or are on their phones;
Train pieces going missing and parents not assisting in having kids leave them in the room;

Two women got into a verbal altercation in the parking lot at Main over handicap parking, which continued inside the building and one of the patrons is still voicing displeasure about it;
Monday July 15 a patron at Main was very disruptive, staff wrote up reports and the director wrote to the patron suspending the patron's privileges.
A patron had an accident in the Main parking lot when she hit a pole light. Police and fire responded to the library.
While police were at the library, the disruptive patron returned. The Director asked a police officer to assist in removing the patron. The Director tried to serve her with the letter but she refused. The officer noted that the patron refused to accept the letter.

The first meeting between the library and CWA for contract negotiations was held on July 2, and the next meeting date is set for August 6.

DONATIONS

Unrestricted:
$ 0.60 Canister

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

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FRIENDS REPORT

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated July 1, 2024, and the Claims List dated July 15, 2024. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List dated July 1, 2024, in the amount of $46,535.61, and the Claims List dated July 17, 2024, in the amount of $61,889.84. Vote: Yes: Charsky, Polk, Ruggiero, Sia, Semeraro, Sommers, Sterni, and President Vasilik; No: None; Abstain: None.

PERSONNEL COMMITTEE

On Motion made by Trustee Semeraro and seconded by Trustee Charsky, the Board, on roll call vote, approved the attached salary scale for the Custodial Worker title. Vote: Charsky, Ruggiero, Sia, Semeraro, Sommers, and Sterni; No: None; Abstain: Polk and Vasilik.

UNFINISHED BUSINESS

President Vasilik reported that the strategic planning committee will have its first meeting on August 2.

NEW BUSINESS

There was no new business.

TRUSTEE COMMENTS

On motion made by Trustee Semeraro and seconded by Trustee Ruggiero, the Board, with all present being in favor, adjourned the meeting at 7:12 pm.

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