APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 21, 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 6:31 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, Acting School Superintendent Mark Gengaro, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Richard Ruggiero, Suzanne Sia.

MINUTES

The Board reviewed the minutes of the July 17, 2024 meeting. On a motion made by Trustee Charsky and seconded by Trustee Polk, the minutes of the July 17, 2024 meeting were approved on roll call vote. Vote: Charsky, Polk, Semeraro, Sommers, Sterni, Gengaro and Vasilik; No: None.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director reported that the HVAC contract with Unitemp has been signed, and library staff has worked with Unitemp to set up billing procedures, etc. Unitemp will soon begin delivering equipment and supplies. To prepare for this, maintenance and administrative staff have been reviewing space to determine what needs to be moved out of the way, stored, etc. Arrangements have been made for a storage container to be placed outside the Main Library during the project. Groups that have reserved the community room have been contacted to determine if they can move their meetings to Allwood and/or changes dates or times of meetings

The community room area at Main was not cooling. D&B, the Library's chiller servicer, was called in and they replaced a sensor.

On July 31, the Fire Marshalls visited the Main Library. They provided a written list of items that need to be corrected. They will be back to re-inspect. Maintenance and administrative staff have reviewed the list and the actions that will need to be taken. There are deadlines to adhere to otherwise penalties for violations will kick in. The Allwood Branch will be inspected soon.

PSE&G told staff that work will be done soon in the parking lot of Main Library similar to the work being done in the streets of the city. It is uncertain as to what effect this will have on parking lot accessibility.

On August 5, one of Main's bollards was hit again when someone backed out of a handicap spot.

The Main van overheated. It was repaired by replacing a radiator hose.

The dumbwaiter at Allwood is jammed. Maintenance attempted to repair to no avail. A service call has been placed with Jersey Elevator.

The roof at Allwood has been fixed by Genardi Roofing.

At the end of July, an Allwood staffer left work at the 9:00 closing and found envelopes on her car. When opened the next day, they contained a lengthy note from a patron wanting to go out with her. The police were called. The patron had identified himself in the note. He stayed away for a few days and Supervising Library Assistant Cheryl Conselyea spoke with him when he returned to say that this was not appropriate. The Director commended the entire Allwood staff for looking out for each other and taking appropriate actions.

Librarian 4 Pat Ferro reports that the weeding of the collection has been going on and is in the 300 range now. Librarian 3 Kathy Grimshaw has weeded the large print collection to make room for newer editions. The Library has cancelled some of the non-fiction large print books, because their circulation has stalled. Many patrons are using electronic means to get their books and can zoom to make the font larger. The group study room was used 47 times in July and served 105 people, records for the month. Anticipating the start of the renovation project the only exhibit area at Main was upstairs in the cases called "Alla's Garden," taken from a New York Times article about a woman in Ukraine dealing with the effects of the war on her seed business.

On July 16, Optimum NEWS 12 came to the Main Library and filmed the book club. It was requested that we read Dear Edward by Anne Napolitano, a New Jersey author. The segment aired on Thursday July 18, 2024 in the morning.

The Adult Summer Reading program has concluded and the prize will be given out the first week in September.

The Teen Summer Reading Program ran from July 1 – August 2. A total of 72 logs were given out at the Allwood Branch and 32 logs were given out at the Main Library. Teens were excited to pick up weekly prizes for completing their reading logs. Two grand prize winners were chosen and were awarded a $25 gift card and a drawstring backpack filled with YA books and small prizes.

This month circulation staff registered a good amount of library cards. Staff continues to do the online unhoused/homeless training which has been incredibly helpful. Sr. Library Assistant Joel Colon did a program at the Mira Vie (formerly the Chelsea) assisted living and they appreciated it very much.

The Children's department continues to be very busy as we wrap up Summer Reading. Staff received good feedback regarding the new board game-like reading log format and the prize store ticket format has worked out well.

The Director provided the board with highlights of the following summer programs: The Harry Potter Breakfast Party; Sensory Playtime (for preschoolers); Ice Cream Party (sponsored by The Kiwanis with the NJ Jackals providing game tickets and an appearance by their Jack the Jackal); Summer Reading Finale Pirate Show with Period Productions

Gloria had five pre-school visits in August, and she and Heather have a planned visit to five groups within the Boys and Girls Club.

The Fall season children's program will run from October 1 to December 13. Most of the programs will be planned at Allwood library due to the construction at Main.

The Director had two virtual meetings with Hoopla reps to review the library's usage, which continues to grow and new options they have for additional offerings.

A CWA contract negotiation meeting was held on August 6, and the next meeting is set for August 27.

The Director met with the board's strategic plan committee (Pat Vasilik, Tom Charsky, and Suzanne Sia) on August 2. The committee reviewed the previous plan and operations plan and discussed getting staff and the public involved. The next meeting is scheduled for September 5.

The Director attended a meeting of the Passaic County Board of County Commissioners on August 13 at Lambert Castle in support of Wanaque Director Mary Martin, who spoke about PALS Plus libraries during the public comment portion.

<u>Personnel:</u>
Ashley Llontop has been hired as part-time Library Assistant, 27 hours over 2 weeks, $16.28/hr. She started on July 25.

Part-time Librarian Narita Maraj has resigned. Her last day of work will be August 29.

Pat Ferro and the Director have been interviewing to fill a previous part-time Librarian vacancy.

DONATIONS

Unrestricted:

$	4.58	Canister
	1.79	Patron
	20.00	Barbara Ann and Jeffrey Lissi - in Memory Of Joseph Wojtowicz

Restricted:

$	60.00	Karen Sommers - in Memory Of Joseph DeLiberto, Robert Pietras, Sr. and William Taylor

Restricted – DEPARTMENTAL:

$	187.27	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 August 1, 2024, and the Claims List dated August 21, 2024. On Motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, approved Encumbrance List dated August 1, 2024, in the amount of $57,499.86, and the Claims List dated August 21, 2024, in the amount of $34,421.00. Vote: Vote: Charsky, Polk, Semeraro, Sommers, Sterni, Gengaro and Vasilik; No: None.

PERSONNEL COMMITTEE

On Motion made by Trustee Sterni and seconded by Trustee Sommers, the Board, on roll call vote, approved the provisional promotion of Danielle Sonye-Reising to full-time Principal Library Assistant at a salary of $61,224.80. Vote: Charsky, Semeraro, Sommers, Sterni and Gengaro; No: None; Abstain: Polk and Vasilik.

FRIENDS REPORT

Trustee Semeraro reported that the Friends semi-annual meeting will be on November 12, 2024. The entertainment will be a pianist, Arjun Ayyangar. The Panera fundraiser raised $123.00.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

On Motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board, on roll call vote, approved Police security contract for 2024-2025. Vote: Charsky, Polk, Semeraro, Sommers, Sterni, Gengaro and Vasilik; No: None.

On Motion made by Trustee Charsky and seconded by Trustee Sommers, the Board, on roll call vote, approved the purchase of ten (10) Dell Computers with Monitors from PALS Plus for $7,773.20. Vote: Charsky, Polk, Semeraro, Sommers, Sterni, Gengaro and Vasilik; No: None.
On Motion made by Trustee Charsky and seconded by Trustee Semeraro the Board, on roll call vote, approved a budget of $2,000 for Staff Appreciation Day. Vote: Charsky, Polk, Semeraro, Sommers, Sterni, Gengaro and Vasilik; No: None.

TRUSTEE COMMENTS

President Vasilik welcomed acting Superintendent Gengaro to the meeting.

On motion made by Trustee Gengaro and seconded by Trustee Semeraro the Board, with all present being in favor, adjourned the meeting at 6:54 pm.

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