APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 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, Vivian Semeraro, Suzanne Si, Karen Sommers, Tracy Sterni, Acting School Superintendent Mark Gengaro, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: None.

MINUTES

The Board reviewed the minutes of the August 21, 2024 meeting. Trustees noted that the word "weeding" in the Director's report was incorrectly spelled "wedding" and the motion under the Personnel Committee should reflect that Trustee Sterni made the motion and Trustee Sommers seconded the motion, On a motion made by Trustee Charsky and seconded by Trustee Semeraro, the minutes of the August 21, 2024 meeting as corrected were approved on roll call vote. Vote: Charsky, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, Gengaro, and Vasilik; No: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers and seconded by Acting Superintendent Gengaro, 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 the progress with the Main Library HVAC.

The Library confirmed with the Passaic County Board of Elections that the Main Library will be a site for Early Voting this year.

Maintenance staff continue to correct violations cited by the Fire Marshall after a recent inspection.

PSE&G conducted work on gas lines in the Main parking lot and property. The gas meter on the building was changed.

Christine and the Director had meetings with the Library's tech support Eli Cardona and correspondence with PALS Plus regarding computer inventories. This was done to determine the computers most in need of replacing and to ensure an accurate inventory list so that the Library and PALS Plus so that the correct number of software licenses are purchased.

Verizon switched the Main Library phone lines to fiber optic on September 16. This work was done at Allwood a few months ago.

The Garden Club, which has generously and actively been updating and maintaining gardens and Main and Allwood, is looking into possible grant money for projects.

Acting School Superintendent Mark Gengaro reached out regarding using Main's parking lot after hours during high school football games as a designated spot for Uber and Lyft pickups. The school system worked with the city police on security and crowd and traffic control. This went well after the first game.

The Library will continue its relationship with the schools by having high school students with autism and the developmental disabilities in the Transition Program come in weekly to do volunteer work.

Christine and Lisa are beginning to investigate options for replacing the Library's copiers. The Director is beginning to consider replacing the telephone system and handsets.

Allwood Branch Manager Barbara Altilio reports that during summer Saturdays at Allwood, she and other full-time circulation staff worked on an inventory report of the adult fiction collection. There were over 100 books missing from the shelves (not checked out). These books will be marked missing and dealt with again on reports for missing items, which are generated by PALS Plus each month. Staff will continue to search until the "end of the road" report, after which an item still missing is removed from the catalog. This work is tedious but important in order to provide library patrons and staff with up-to-date holdings, prevent holds from being placed, and to generate more accurate statistics of the collection usage.

Nate from the Health Department and Greg from St. Peters Haven have started coming to Allwood on Wednesday afternoons to offer social service aide to any patrons who may need it. This has been done for a few months now at the Main Library.

With funding from the FRIENDS, the Library has been able to continue the museum pass program. Right now, the same passes are available in both buildings: Aviation Hall of Fame (Teterboro), Brooklyn Botanic Garden, Children's Museum of Manhattan, Montclair Art Museum, and Intrepid. The Library also has vouchers for the American Museum of Natural History. These are not passes; instead, they are similar to tickets.

A volunteer reached out to Librarian 3 Kathy Grimshaw about running a conversation club at the Allwood Branch. It began September 5.

This month Barbara and Library Assistant Matt Agnoli will be attending the Senior BBQ run by the Health Department. The Library had a table there last year. Staff connected with community members that were unaware of the services that the library provided.

With the help of the Reference Department page, Parul Shah, Librarian 2 Khusboo Rana started a weeding project of the entire YA collection including graphic novels, non-fiction collections, and fiction collections to make room for new incoming books. Books that have not circulated in the last five years or so as well as books in disrepair will be removed. Khusboo also started a weeding project of the Spanish Language book collection as space is becoming limited and cannot accommodate newly purchased titles. Additionally, she is in the process of reaching out to organizations such as the My College Planning Team to schedule virtual programs for teens during the library's HVAC project.

Kathy is working in the local history archives to provide any photos, articles and other items regarding School 11 (Lakeview section). A representative reached out to her for assistance as they hit the 120-year milestone.

Kathy is always on the lookout for Clifton yearbooks to add to our collection. She just obtained 1944 and 1964. At this point, The Library is only missing 2012, 2013, 1963, 1943, 1938, and 1937.

The Children's Department summer reading program wrapped up. There were over 5,000 instances of participation (reading logs + programs) counted. Plans are being finalized for the fall.

September 21 will be the PALS Plus 1000 Books Before Kindergarten party at the Wayne Library. Clifton and Allwood have three children who completed the program since the last party was held and all three families confirmed they plan to attend the party. Librarian Heather Nilsen will help out with the running of the program at Wayne since she is on the PALS Plus Youth Services Committee.

The shelves are very tight at Allwood currently, so Heather is focused on weeding. Music CDs were done over the summer and J Fiction is currently in progress.

On August 16, the Director attended an all-day workshop presented by the Civil Service Commission at Ridgewood Village Hall.

On August 19,the Director participated in a conference call with Dr. Arti Kakkar, Director, and others from the Passaic County Department of Human Services to discuss some challenges we have here regarding unhoused patrons and others with social service needs.

On August 28, Christine attended a webinar on OPRA presented by the NJ League of Municipalities. There have been some recent changes to the process. She promptly updated our OPRA request form.

Personnel:
Pat Ferro and the Director concluded our interviews for two open part-time Librarian vacancies and chose those we feel best fit our library's needs. They are going through background checks and onboarding paperwork; details will be provided at next month's meeting.

Danielle Sonye-Reising, approved for a provisional promotion to Principal Library Assistant at last month's meeting, will begin in this title full-time on September 15.

DONATIONS

Unrestricted:
$ 20.75 Canister

Restricted:
$ 25.00 Carol Loden, Darlene Olenkewich and Grace Giunta
In Commemoration of Adele Piela's 104th birthday

Restricted – DEPARTMENTAL:
$ 187.27 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FRIENDS REPORT

Trustee Semeraro reported that the Friends semi-annual meeting will be on November 12, 2024. Received $250 from JK Realty as a corporate sponsorship. The Friends will share the Library table at the senior citizen barbeque on Friday September 20.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated September 1, 2024, and the Claims List dated September 18, 2024. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved Encumbrance List dated September 1, 2024, in the amount of $60,233.91, and the Claims List dated September 18, 2024, in the amount of $26,865.13. Vote: Charsky, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, Gengaro and Vasilik; No: None.

STRATEGIC PLANNING COMMITTEE

President Vasilik reported that the committee met with staff members. They identified members of the public who should participate. A survey has been prepared and will be handed out at the

senior barbeque. The State Library is encouraging libraries to conduct a community-based plan. The committee will seek to identify groups that should participate either meeting with them or having them complete the survey. The goal is to complete the plan by early 2025.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

TRUSTEE COMMENTS

Trustee Polk wished Adele Piela a 104th birthday.

Acting Superintendent Gengaro offered to distribute the strategic plan survey to students of the school system and their parents. The platform that they use will translate the survey into whatever language the individual requires.

Acting Superintendent Gengaro offered the use of the school system's therapy dogs for use in programs at the library. He also said that the school system can assist in developing processes for the library and reaching out to patrons.

On motion made by Trustee Sia and seconded by Trustee Sterni the Board, with all present being in favor, adjourned the meeting at 6:57 pm.

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