APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 16, 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: Barbara Polk, Richard Ruggiero, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, Acting School Superintendent Mark Gengaro, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Thomas Charsky arrived at 6:46 pm during the Director's Report. Absent: None.

MINUTES

The Board reviewed the minutes of the September 18, 2024 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Sommers, the minutes of the September 18, 2024 meeting were approved on roll call vote. Vote: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, Gengaro, and Vasilik; No: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Ruggiero and seconded by Trustee Sia, 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 recent city fire inspection showed that the library was never registered with the City. The forms were completed and filed. The State sent a bill for registration which was paid. Meanwhile, the Library is working on correcting the violations. A follow up inspection was conducted on October 11. There is one outstanding item to work on.

The Library's booking and calendar management vendor had a bad server migration that resulted in two weeks of bad functionality, frustrating staff and patrons.

The Clifton Garden Club has done an outstanding job cleaning and sprucing up for fall, and added some seasonal flair with haybales and scarecrows.

Maintenance Supervisor Nick Alectoridis and the Director met with Kathy and Dave from the club to discuss a donation from a dear patron and longtime volunteer near the end of her life that would be in her memory. Under consideration is a spruce up of the area in front of the Main media room that would take place in phases, with a bench and commemorative plaque as a starting point.

The outdoor book and media return bins at Allwood have become problematic; they are on the grass, not a solid surface, and have been sinking. DPW will be pouring a concrete foundation for us to move the boxes onto.

DPW spent several days at Main filling in potholes in the parking lot. Garden State Mechanical came to fix a leaking circulating pump.

Administrative Clerk Christine Althawabta and the Director have begun looking into replacing the telephones in both buildings. This might not be as simple as replacing desk handsets, as the push for VoIP and cell connections are options.

The Director has been informed that capital money for the library is included in the list for city council approval, including additional money for the HVAC project, re-furbishing and re-covering the community room walls, and paving the Main Library parking lot.

Allwood Branch Manager Barbara Altilio and Library Assistant Matt Agnoli attended the Senior BBQ run by the Health Department on September 20. Information on Homebound, activities and library cards, and had free books (Book Nook excess) was handed out.

PALS Plus held a membership meeting on October 24. A preliminary budget was introduced. Assessments will go up slightly next year, due to the departure of Fairfield and no cushion from PALS like this year (which was to ease the burden of transitioning to a new funding formula).

The Director attended a virtual workshop on cybersecurity run by PALS on September 23. There was a guest speaker from NJCCIC (The New Jersey Cybersecurity and Communications Integration Cell, also known as the New Jersey Office of Homeland Security and Preparedness' Division of Cybersecurity).

The Director reported that JerseyCat, the statewide interlibrary loan system, recently had a cybersecurity issue. The Library has received links to fake invoices and fake requests from "employees" regarding their direct deposit. At the PALS membership meeting, they informed the group that they are getting closer to switching to Microsoft 360 for email. Two-factor identification will be required. Primepoint, the city's timesheet management system, just began two-factor authentication.

The Director attended the city's Unhoused Task Force meeting on September 26. The location for the city's warming center will once again be the Recreation Center on Main Ave as they continue searching for another spot.

The Director attended a workshop presented by BCCLS on October 1. There were three speakers: The first presented on the science and psychology of merchandising, providing both data and case studies to show the effectiveness of certain techniques; the second, on facilities management; the third, a librarian who implemented the first speaker's techniques and showed through photos and statistics how it improved circulation and use of the library.

On October 4,the Director attended a virtual presentation by the NJ League of Municipalities on the topic of contracts, negotiations and updates/hot topics in labor law.

On October 8, staff enjoyed boxed lunches from Happy Belly on Van Houten and sweets during break time as part of Staff Appreciation Day. Everyone was appreciative of the food. Supervising Library Assistant Melissa Carrasco and Library Assistant Jennifer Bello did a great job coordinating the day. This year we honored four milestone employees: Administrative Assistant Christine Althawabta, 30 years; Librarian 2 Vivian Ungerleider, 15 years; Librarian 1 Juliana Schicho, 5 years; Building Maintenance Worker Steven Robertson, 5 years.

In the Children's Department, programs have restarted, including outreach story time at Botany Village. Some special programs include: A puppet show for kids age 18 months to 5 years old; a magic show for ages 2 and up; The Headless Horseman (collaboration with Clifton Community Policing and the Sheriff's department); two 4-H multi session programs.

J Fiction dusty weeding completed; we will need to do another pass since only a small part of the collection was dusty. Homework Help has started up again Monday through Wednesday; the Library is getting support from PCTI who sent many new volunteers.

Children's Supervisor Gloria Abero and Librarian 1 Heather Nilsen met to divide up fall program coverage since we are losing Juliana. Heather worked with new librarian Kerry, who will be at Allwood one night per week, to train her on Children's and Allwood specific topics.

Teen Librarian 2 Khusboo Rana has scheduled three virtual workshops on college planning for teens and their parents in the months of October, January, and April. The first workshop, "Go to College, Not into Debt", will be on Wednesday, October 23 at 6:30 PM.

Since middle school and high school students that visit the library have been increasingly asking for titles found in Renaissance Accelerated Reader Bookfinder, a literacy program used by classrooms in Clifton Public Schools, Khusboo is in the process of creating multiple booklists in various genres which will reflect interest level according to grade as well as Lexile measure or book levels.

YA nonfiction and biographies have been completely weeded. The focus is now on the graphic novels and fiction collections.

<u>Personnel:</u>

Nicholas Muller and Kerry L. Weinstein have been hired as part-time Librarian 1s for 24 hours over two weeks each at $30/hr. Kerry began on September 23. Nicholas began on September 30.

Full-time Children's Librarian 1 Juliana Schicho has resigned. Her last day of work will be October 18.

DONATIONS

Unrestricted:

$ 65.00 Canister
$ 48.51 PAYPAL from Elizabeth Munz ($50 less $1.49 PayPal fee)

Restricted (all for books):

$ 30.00 From Justine Tomczak & Family in honor of Dennis Telischak's birthday
$ 75.00 From Jo Hock & Patricia Vasilik in memory of Gail Hatem
$ 15.00 From Susan Tereski in memory of Gail Hatem
$ 20.00 From Holly M. Smith in memory of Gail Hatem
$ 25.00 From Carol Loden for birthday celebrations of Stella Sonnema & Owen Michael Jack
$ 30.00 From Gregory & Patricia Vasilik in memory of Eileen Whiting

Restricted – DEPARTMENTAL:

$ 181.22 Interest earned on EW Fund for juvenile programs

CORRESPONDENCE

There was no correspondence for the board.

COMMITTEE REPORTS

FRIENDS REPORT

Trustee Semeraro reminded everyone that the Friends semi-annual meeting will be on November 12, 2024.

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 $70,250.58, and the Claims List dated September 18, 2024, in the amount of $47,139.92. Vote: Charsky, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, Gengaro and Vasilik; No: None.

Trustee Charsky informed the board that the state library issued the amount of the one-third mill funding for 2025. The amount to be raised for the Library in 2025 will be $4,964,828 an increase of $328,428.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Director reported that she and Nick Alectoridis met with a team from Christopher Columbus Middle School to review evacuation procedures. The school is updating its documents and the

Library's documents will also to be updated. The school will be conducting a drill on October 18 (rain date October 21) at 9:00 am and should be gone before the Library opens. Acting Superintendent Gengaro advised that in the event of an incident at the Middle School, the plan is to have half of the school evacuated to the Main Library and half to School #1.

The Director provided the Board with a status report on the current photocopier leases and quotes received for replacements. The Director expects to bring a recommendation to the November board meeting.

At 7:08 pm, the Board, on motion made by Trustee Ruggiero and seconded by Acting Superintendent Gengaro, voted to move into executive session to discuss collective bargaining and personnel matters. Vote: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni, and Gengaro. No: None; Abstain Polk and Vasilik.

The Board reconvened at 7:16 pm with the same trustees present.

On motion made by Trustee Semeraro and seconded by Trustee Charsky, the Board on roll call vote approved the Memorandum of Agreement with CWA Local 1013 and a starting salary for part-time Library Associate of $24.00 per hour. Vote: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni, and Gengaro. No: None; Abstain Polk and Vasilik.

On motion made by Trustee Polk and seconded by Acting Superintendent Gengaro the Board, with all present being in favor, adjourned the meeting at 7:20 pm.

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