APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 18, 2024

The monthly meeting of the Trustees of the Clifton Public Library was held on December 18, 2024, 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, Richard Ruggiero, Karen Sommers, Rosmunda Kenning, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Trustees Vivian Semeraro and Suzanne Sia arrived at 6:35 during the Director's report. Absent: Barbara Polk and Tracy Sterni.

MINUTES

The Board reviewed the minutes of the November 20, 2024 meeting. President Vasilik noted that the roll call vote listed on page 6 should be changed from 'Gengaro' to 'Kenning'. On a motion made by Trustee Ruggiero and seconded by Trustee Sommers, the minutes of the November 20, 2024 meeting were approved as revised on roll call vote. Vote: Yes: Charsky, Kenning, Ruggiero, Sommers, and Vasilik; No: None Absent: Polk, Semeraro, Sia, Sterni.

The Board reviewed the minutes of the November 20, 2024 executive session. On a motion made by Trustee Charsky and seconded by Trustee Ruggiero, the minutes of the November 20, 2024 executive session were approved on roll call vote. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni, and Vasilik; No: None Absent: Polk, Semeraro, Sia, Sterni. Abstain: Vasilik.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Charsky and seconded by Trustee Ruggiero, 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 project.

The engineers were reviewing submittals and to ensure a requested change (to a specified equipment manufacturer or model number) would be acceptable. Work on VAV wiring should begin soon,

The fire alarm at Main went off repeatedly on December 12. Staff closed the building at 8:45pm. This was caused by a faulty head in the community room. Totally Secure replaced it the next day.

The contract with Transparent Energy for electricity supply is up. At present, PSE&G has lower rates right now. The Library will use PSE&G for the supply of electricity but will monitor third party suppliers' rates for consideration in the future.

The landscaper approved at last month's board meeting, Leon Brothers, completed the job. The staff was happy with their work.

The maintenance department put up holiday decorations in both buildings.

The Director updated the Board on the lawsuit between Hartford and Lochinvar regarding the old Main Library boiler. Brian Synnott from Garden State Mechanical has been subpoenaed and has a virtual court appearance in January. Some of the water samples taken in November tested higher for certain minerals or elements than they should. Staff will work to verify those results and fix them if necessary to ensure proper working of the current system.

Administrative Clerk Christine Althawabta and Account Clerk Lisa Bremus have been working with Springshare to set up and customize the new room booking and website calendar solutions.

As a follow up to last month's mention of the declaration of "no refunds" from the previous vendor, Plymouth Rocket, they have not yet cashed our renewal check. Counsel advised the Director to stop payment on the check.

The Library's Tech Support vendor, Eli Cardona of EC-Comptech, has decided to close his business for personal reasons. The Director is exploring options for new support.

PALS Plus has begun working with individual libraries to personalize the look of the catalog, and Clifton is among the first to have it done. The catalog will still function the same, but patrons will see our logo, a color scheme pulled from the logo, links to our digital resources, links to related parts of our website (such as our research databases and how to join the library), and new materials featured in the carousels: https://palsplus.ent.sirsi.net/client/en_US/Clifton

With cold weather finally settling in, staff reports that there are new unhoused patrons or patrons in need frequenting the library. A discussion with city workers corroborates that this is the case city-wide.

Children's Librarian Heather Nilsen reports that Wander Forest, a Sensory Puppet Show promoted for children 18 months to about 5 years old, had a good turnout in October and got a

lot of very positive feedback from the families who attended. Several asked if we would do a similar program again.

The recent problems with the online calendar and registration had a big impact initially on the Children's programs, but everyone in the department pulled together and helped find a temporary solution. Program attendance then rebounded.

Attendance at programs in Botany Village continue to be uneven, with some well attended and others sparse.

In late November, School 12 1st graders visited the library. About 87 kids visited the library, divided into two groups that came on different days. Gloria and the Director worked together, taking half the group on a library tour while the other half had a story time and craft and learned about the library before switching. Earlier in the month, Heather and Children's Supervisor Gloria Abero visited Jin-A preschool and met in groups ranging from ages 1-6, reading books and talking about the library as age appropriate.

End of the fall season Children's programs included:
The Mrs. Claus program, hosted in partnership with the Clifton Recreation Department. Forty-seven children and their parents enjoyed story time, wrote letters to Santa and received crafts, cookies, and giveaway books;
The Gingerbread House event, another success, with 31 children and their parents creating gingerbread houses using candies and graham crackers.

The fall season of Homework Help, which ran from October 7 – December 11, assisted 215 children. The winter season starts January 6.

The winter season calendar is ready, running from January 21 to March 27. The Library will continue our collaboration with community partners: 4-H (computer series for older children), City Green (indoor gardening), ShopRite (healthy snacks), and Clifton Recreation Department (Dr. Seuss's birthday). Special programs will include a Black History Month presentation, a special Valentine's show funded by the Eleanor Weisbord Foundation, and special programs for Groundhog Day, Ramadan, St. Patrick's Day, and Holi. The Library is also bringing back Sensory Story Times, a Book Club for young children, a local author presentation, and passive programs to celebrate Martin Luther King Jr. Day and Black History Month.

The Library received a Notice of Probate of Will of Emily Trojan. The Will leaves 5% of her estate (after debts and expenses paid) to the Clifton Public Library.

<u>Personnel:</u>
Darlene Olenkewich, a full-time Senior Library Assistant in the Technical Services Department, is retiring as of June 1, 2025. Darlene just hit her 37 year mark, having been with the library since December 1987. Her terminal leave begins in January.

Kaitlin Koch has been hired as the new full-time Children's Librarian. She will begin on January 1, 2025 at Step 2 ($59,856) of the Librarian 1 title.

DONATIONS

Unrestricted:

$ 1.45	Canister
$ 200.00	Taulant Hoxha In Honor of Denzel Washington

Restricted:

$ 50.00	From Karen Sommers – for book in Memory of Jen Lucas
$ 97.52	From Lawrence Hess – for books in Memory of Gail Hatem (PayPal)
$ 3,300.00	From the FRIENDS – for Museum Passes, Children's Department, and concerts

Restricted – DEPARTMENTAL:

$ 188.77	Interest earned on EW Fund for juvenile programs

FRIENDS OF THE LIBRARY

Trustee Semeraro reported on the passing of Rosemary Lyons a past member of the Friends. The Friends raised $283 from the fundraiser with Stop and Shop. Fifty-six people attended the holiday event.

FINANCE COMMITTEE

The Board reviewed the Encumbrance List dated December 1, 2024, and the Claims List dated December 18, 2024. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the Encumbrance List dated December 1, 2024, in the amount of $56,289.64, and the Claims List dated December 18, 2024, in the amount of $153,625.23. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None. Absent: Polk, Sterni.

Trustee Charsky discussed the 2025 draft budget. He highlighted the increase in the statutory 1/3 mill, reduced health insurance costs and increased PERS costs. The budget will not be finalized until the City finalizes the 2024 income and expenses.

TECHNOLOGY COMMITTEE

The committee reported that the current tech support company EC-Comptech was not renewing its contract at the end of the year. The committee will assist with a search for a new provider.

PERSONNEL COMMITTEE

President Vasilik recused herself from the discussion and left the meeting room. The Committee reported that it worked with the Director to finalize the ad for the Assistant Director position and agreed upon a salary range of $93,000-$105,000.

President Vasilik returned to the meeting after the report of the Personnel Committee had concluded.

STRATEGIC PLANNNG COMMITTEE

The committee met on December 4. They will be formulating a survey for staff input. The committee will have a meeting with a small group of community leaders at the end of January. Thereafter there will be meetings with small groups brought forth from each of those leaders to get input.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Director presented the Cash Management Plan for 2025. On motion made by Trustee Charsky and seconded by Trustee Kenning, the Board, on roll call, adopted the attached Resolution approving the 2025 Cash Management Plan. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None. Abstain: None. Absent: Polk, Sterni.

TRUSTEE COMMENTS

President Vasilik acknowledged Darlene Olenkewich's long service with the Library and welcomed Kaitlin Koch as new Children's Librarian.

On motion made by Trustee Kenning and seconded by Trustee Sia the Board, with all present being in favor, adjourned the meeting at 7:04 pm.

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

RESOLUTION
TRUSTEES OF THE FREE PUBLIC LIBRARY
OF THE CITY OF CLIFTON

2025 CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-14, State of New Jersey Local Fiscal Affairs Law, requires that each public body to annually adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds;

NOW, THEREFORE, BE IT RESOLVED, that the Trustees of the Free Public Library of the City of Clifton, County of Passaic, State of New Jersey, does hereby adopt the following Cash Management Plan:

A. DESIGNATION OF DEPOSITORIES

The following institutions are designated as permissible depositories for the deposit of Library funds:

Crown Bank	Spencer Saving Bank, SLA
Citizens Bank	State of New Jersey Cash Management Fund

All depositories must conform to the Governmental Unit Deposit Protection Act ("GUDPA"), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Library funds on deposit.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers' Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Library, shall be deposited in regular, non-interest bearing checking accounts unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided, an agreement between the Library and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge.

C. INVESTMENT INSTRUMENTS AND PROCEDURES

The Library may purchase those investments permitted in N.J.S.A. 40A:5-15.1, and Local Finance Notice (LFN) 2017-24, which include:

United States Treasury Bonds, Notes and Bills
United States Government Agency and Instrumentality Obligations
Bonds and other obligations of the City of Clifton
Bonds and other obligations of the Clifton Board of Education
Commercial Bank Deposits and Certificates of Deposit
New Jersey Arbitrage Rebate Management Fund
Savings Bank Deposits and Certificates of Deposit
State of New Jersey Cash Management Fund

The Library may purchase other obligations approved by the Division of Investment of the Department of Treasury for investment by local units.

Investments shall be limited to a maturity of not more than one year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the Library's fiscal year shall be permitted only if interest accrued on the investment is credited to the Library at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for Certificates of Deposit will be solicited of at least three designated depositories only if the amount available for investment is $100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest rate and maturity of the investment. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded. Where the return on a proposed investment does not exceed the cost of making such investment, the Library Director will not make the investment. The Library Director shall have the discretion to award an investment to the depository wherein the funds reside, should that institution's quoted interest rate be less than other quoted rates, and the differential in interest rates is not more than twenty-five (25) basis points (0.25%), providing that the term of the investment is thirty (30) days or less. The Library Director shall have the discretion to reject all bids.

D. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Library Board of Trustees, except that the Library Director shall have the authority to make disbursements prior to receiving the approval of the Library Board of Trustees in extreme emergencies where the safety of the public is jeopardized.

For disbursements relative to payroll tax withholding, the Library Board of Trustees may authorize the use of a servicer to take possession of local unit funds and execute the disbursements of the Library to the taxing authorities. Tasks to be performed by the servicer may include report preparation, calculation of withholding and direct deposit of payroll disbursements.

The Library Director is designated the "approval officer" responsible for authorizing and supervising the activities of the servicer. In cases where the servicer takes possession of local unit funds for payment of payroll claims, the approval officer is charged with ensuring that payments are made on a timely basis by regularly securing third party confirmation of such.

Disbursements shall be executed via electronic wire transfer of funds by the Library Director, or designated staff member, when that method of payment will result in a financial benefit to the Library in the form of increased investment income.

E. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A:5-21. Individual reimbursements from the Petty Cash Fund shall not exceed $50 per item. The following Petty Cash Fund shall be maintained: Main Library $100; Allwood Branch $100

F. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Library Director	Library Board President
Library Board Treasurer	Library Board Secretary

G. COMPLIANCE

The Cash Management Plan of the Library shall be subject to the approval of the Library's Legal Counsel and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Library funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

ADOPTED: December 18, 2024

ATTEST: _____
PATRICIA VASILIK, PRESIDENT

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THOMAS R. CHARSKY, TREASURER