APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 15, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on January 15, 2025, 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 Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Rosmunda Kenning arrived at 6:34 pm during Public Comment. Absent: None.

MINUTES

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

PUBLIC COMMENT

Joyce Frommer, the new President of the FRIENDS address the board. She outlined her plans for the FRIENDS including improving the brand and reaching out to the community. The FRIENDS will celebrate their 40th anniversary this year. Celebration of the anniversary will be held in April during National Library Week. On motion made by Trustee Polk and seconded by Trustee Semeraro, 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 litigation between Lochinvar and Hartford Steam Boiler Insurance.

Graffiti was found in the upstairs Women's bathroom at Main the first week in January. Maintenance was able to remove it.

Administrative Clerk Christine Althawabta and Account Clerk Lisa Bremus continued working with Springshare to get the new website calendar and online room booking solution ready. It went live on January 9. An online training session was conducted for staff and the recording of it is available for future reference.

The Director reported that city workers have corroborated the experience of the library staff that there is an increase in individuals throughout the city in need of housing. One night right before the holidays, staff was concerned about safety at closing as there were over a dozen unhoused patrons in the Main Library, which closes at 9:00pm while the warming center was not opening until 11:00pm. Staff has difficulty in having these individuals leave, and it can be uneasy for staff making their way to their cars in the dark when patrons linger outside.

Shortly before the holidays, Christine and Custodial Worker DJ Garcia, documented with photographs the mess that was made (including extensive litter and personal belongings) in the back staff parking/entrance area and around the park side of the building. The city's social services was called, as were the police. DPW and DJ cleaned up some of the mess.

The City informed the Library that the time clock used to punch in and out is becoming obsolete, and by next month staff will begin punching in and out of work through their Primepoint accounts – either by using their phones, a stand-alone tablet, or their desktop computers. Log ins will be IP authenticated to indicate they are on premises.

Teen Librarian 2 Khusboo Rana had a virtual webinar scheduled on January 8 for 7th-12th graders and their parents regarding information on strategies to secure scholarships, loans, and grants for college. She is creating brochure handouts with AR levels and plot summaries for teens on varying topics and genres which will be available at the end of January in the teen section of the Main Library. To improve reader's advisory surrounding inclusivity and diversity for teens, she registered for a webinar by NoveList called "Find Inclusive Reads for Every Reader" on January 14.

Personnel:
Part-time Reference Librarian 1 Kerry Weinstein resigned on December 26, due to personal reasons.

Reference Department Librarians Khusboo Rana and Vivian Ungerleider, who had been Provisional in their positions were promoted permanently to Librarian 2 since the fall of 2023, are now Permanent in those positions as of October 31, 2024.

DONATIONS

Unrestricted:

$	4.15	Canister
$	250.00	Power Jet Services LLC / William Argandona

Restricted:

$ 195.53 In honor of the continued generosity of Adele Piela from Nathan Harshman ($200.00 PayPal)
$ 1,000.00 In honor of staff, director and board of trustees from Adele Piela

Restricted – DEPARTMENTAL:
$ 50.00 For Allwood from Ruth Dunham
$ 184.73 Interest earned on EW Fund for juvenile programs

FRIENDS OF THE LIBRARY

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Charsky and seconded by Trustee Kenning, the Board, on roll call vote, approved the Encumbrance List dated January 1, 2025, in the amount of $296,697.35, the Claims List (2024 Budget) dated January 15, 2025, in the amount of $50,023.24 and the Claims List (2025 Budget) dated January 15, 2025 in the amount of $31,109.30. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Absent: None.

STRATEGIC PLANNNG COMMITTEE

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed quotes from TruGreen, Lawn Doctor and Almstead for Lawn Care at Main & Allwood including grub control, lime & core aeration with seed for 2025. Almstead had the lowest quote at $2,142.00.

On motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call, the Board hired Almstead to perform Lawn Care at Main Library and Allwood Branch for 2025 in the amount of $2,142.00. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Abstain: None. Absent: None.

TRUSTEE COMMENTS

On motion made by Trustee Kenning and seconded by Trustee Semeraro 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