APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 19, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on March 19, 2025, at the Main Library, 292 Piaget Avenue, Clifton, NJ. The meeting was called to order at 6:35 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, Rosmunda Kenning, Richard Ruggiero, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Barbara Polk.

MINUTES

The Board reviewed the minutes of the February 19, 2025 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Kenning, the Board on roll call vote approved the minutes of the February 19, 2025 meeting. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Polk.

The Board reviewed the minutes of the February 19, 2025 executive session. On a motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board on roll call vote approved the minutes of the February 19, 2025 executive session. Vote: Yes: Charsky, Kenning, Semeraro, Sia, Ruggiero, Sommers, and Sterni; No: None; Abstain: Vasilik; Absent: Polk.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sia 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 Main Library HVAC project. She complimented the Maintenance Department, Business Office and Children's Department for the manner in which they have handled disruptions to the community room and Children's room.

The auditors were in the week of March 3 to conduct their annual review.

A plumber from Gemini Mechanical replaced a flushometer in the Men's public restroom at the Mail Library and the toilet in the Men's staff restroom at Allwood.

The Children's Department is in the middle of winter programming.

On February 28, Kaitlin, Heather and the Director went to School 5 to read to classes as part of Read Across America celebrations.

On Thursday, March 6 Kaitlin visited the Passaic Arts and Sciences Charter School to promote our library for Literacy Night.

The Children's staff continues to work on the new calendar and modify the online registration process.

Maker's Day activities are scheduled for Saturday, March 22 from 10:00am-1:00pm at the Main Library.

The new system of staff clocking in/out from their Primepoint accounts on individual devices has not been working well in either building, mostly due to the Library's setup. It is taking up a lot of staff, supervisor and business office time. New timeclocks were purchased and delivered. They will need to be setup.

Legislation was passed extending New Jersey's early voting period in June by several days. The additional dates were added to the community room calendar. This required some of the previously booked programs to be rearranged.

AARP tax help continues in the Allwood Branch and is busy as always.

The Director met with collection development Librarians to go over the materials budget for this year.

On March 7, the Director attended an all-day workshop presented by the NJ Civil Service Commission at the Clark Library.

The annual State Aid report is due March 17.

Personnel:
Alex Locke began work as part-time Librarian 1 on February 27. He is scheduled 9 hours one week and 15 hours the next for a total of 24 hours over two weeks He is on Step 1of the salary scale ($31.86 /hr.).

DONATIONS

Unrestricted:
$ 0.95 Canister

Restricted:

$	200.00	from Woman's Club for Allwood
	140.00	from Lynda Puleo for Allwood, In Memory of Constance Spencer
	97.52	from Mark Pettie (PayPal 100.00) for Allwood, In Memory of Constance Spencer
	48.51	from Beth Skorupski (PayPal 50.00) for Allwood, In Memory of Constance Spencer
	97.52	from Helene Berger (PayPal 100.00) for Allwood, In Memory of Constance Spencer
	97.52	from Catherine Boisvert (PayPal 100.00) for Allwood, In Memory of Constance Spencer
	25.00	from Woman's Club for Allwood, In Memory of Constance Spencer

Restricted – DEPARTMENTAL:

$	166.85	Interest earned on EW Fund for juvenile programs

FRIENDS REPORT

Trustee Semeraro reported that the Friends of the Library's 40th Anniversary Celebration will be the week of April 6-12 and there will be a membership drive April 7-12. The Semiannual meeting will be on April 30 6pm-8pm at the Main Library. The Friends made $81.56 from the Panera Bread fundraiser.

BUILDING AND PROPERTY COMMITTEE

The Director advised the Board that the HVAC contractor found a problem with an expansion tank which requires that a ruptured bladder be replaced. The cost is estimated to be between $1,000-$2,000. When a change order is submitted it will be brought to the Board for approval.

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the Encumbrance List (2025 Budget) dated March 1, 2025 in the amount of $8,825.78, the Encumbrance List (2024 Budget) dated March 1, 2025 in the amount of $159.37 and the Claims List (2025 Budget) dated March 19, 2025 in the amount of $154,545.21. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Absent: Polk.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed quotes from Garden State Mechanical and Armistead Mechanical for HVAC maintenance contract for 2025 for both buildings. On a motion made by Trustee Ruggiero and

seconded by Trustee Charsky, the Board, on roll call vote, authorized the Director to contract with Garden State Mechanical for HVAC maintenance in accordance with the quote dated as of April 1, 2025. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Polk.

The Board reviewed the Bid History Report of Transparent Energy dated March 3, 3025. On a motion made by Trustee Sterni and seconded by Trustee Sia, the Board, on roll call vote, authorized the Director contact with AEP Energy for electricity for a 36 month term at $0.1378 per kilowatt hour. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Polk.

TRUSTEE COMMENTS

President Vasilik stated that it is time to review committee assignments. She invited Trustees to contact her if they want to change their assignment.

The Director stated that the annual volunteer luncheon will be held at Allwood this year likely on May 3.

On motion made by Trustee Ruggiero and seconded by Trustee Sia the Board, with all present being in favor, adjourned the meeting at 7:06 pm.

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