APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 18, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on June 18, 2025, 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, Barbara Polk, Richard Ruggiero, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: None. Rosmunda Kenning, Vivian Semeraro, and Suzanne Sia arrived at 6:33 pm at the beginning of the Director's Report. Rosmunda Kenning left the meeting at 7:33 pm after the Finance Committee report.

MINUTES

The Board reviewed the minutes of the May 14, 2025 meeting. On a motion made by Trustee Polk and seconded by Trustee Charsky, the Board on roll call vote approved the minutes of the May 14, 2025 meeting. Vote: Yes: Charsky, Polk, Ruggiero, Sommers, Sterni and Vasilik; No: None; Absent: Rosmunda Kenning, Vivian Semeraro, and Suzanne Sia.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers 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 provided an update on the Main HVAC project. The Board toured the Library to get an understanding of the scope of the work and the impact of the construction on the building.

HVAC renovations at Main Library have been extensive, with crews working in challenging conditions. Updates and notifications regarding schedule changes have been communicated to staff, trustees, and the public through multiple channels.

Change orders for additional heating/cooling work, ceiling tile replacement, and air quality testing are anticipated. The board will be briefed on these items, and quotes for deep cleaning are

included in the board packet. The contractor asked if they could still work on Friday, June 20 when the library is closed for Juneteenth – they will credit us for overtime pay for a library maintenance worker to be present.

Main's community room was ready for Early Voting, and coordination with the County Board of Elections ensured smooth operations despite ongoing construction. Public understanding of Early Voting times remains inconsistent.

Several security incidents occurred at Main, including police interventions for harassment and investigations into events in and around the building. An OPRA request involving the library was submitted to the city clerk.

The Director attended the PALS Plus general membership meeting held May 2 and reported on changes to policies regarding library card privileges.

Librarian Heather Nilsen, Children's Librarian Supervisor Gloria Abero and the Director attended the annual NJLA conference held in Harrah's in Atlantic City May 28-30.

Staff from Main have relocated to Allwood during the closure, adapting to space constraints and taking on a variety of tasks such as weeding collections, shifting sections, and supporting patrons by phone and in person.

Programming and outreach continue, including preparations for Summer Reading, book clubs, and collaborations with local schools, organizations, and businesses. The Children's Department has worked to maintain services and plan events despite logistical challenges.

Technical Services is processing and cataloging books at Allwood, with new materials being made available to patrons. Book deliveries from vendors have been delayed, but alternative ordering options have helped maintain circulation.

The FRIENDS moved their Opera program on June 12 to Allwood.

The Passaic County Book Festival, scheduled for June 14, was cancelled due to forecasted inclement weather.

DONATIONS

Restricted – DEPARTMENTAL:
$ 184.73 Interest earned on EW Fund for juvenile programs

FRIENDS REPORT

Trustee Semeraro reported on the Opera Program held during the June 12 meeting of the Friends. It was well received. Trustee Semeraro stated that Joseph Siano of JK Realty provided a $500 corporate sponsorship. She contacted Clifton Merchant Magazine, and they reported on the sponsorship.

BUILDING AND PROPERTY COMMITTEE

The Board reviewed proposed change orders PC002 and PC003 from Unitemp in connection with the HVAC project. PC002 proposed replacing 140 broken or damaged ceiling tiles. PC003 to provide multi-point air sampling after the HVAC has been replaced On motion made by Trustee Charsky and seconded by Trustee Semeraro the Board, on roll call vote, approved Change Order PC002 in the amount of $5,843.28 and Change Order PC003 in the amount of $7,300.00.
Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

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 dated June 1, 2025 in the amount of $282,682.82 and the Claims List dated June 18, 2025 in the amount of $272,794.98. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Absent: None.

NEW BUSINESS

Because the Main Library will be closed on Saturdays, the Board discussed the issue of opening the Allwood Branch on Saturdays until the Main Library reopens. On Motion made by Trustee Sterni and seconded by Trustee Polk, the Board, on roll call vote, authorized Allwood Branch to be open on Saturdays until the Main Library reopens. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Absent: Kenning.

The Director presented quotes from two companies for window cleaning at Main Library (exterior only) and Allwood Branch (interior and exterior). On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, authorized the Director to contract with City Wide Facility Solutions for window cleaning at Main Library and Allwood Branch for a total cost of $925.00 in accordance with City Wide's quote dated May 9, 2025. Vote: Yes: Charsky, Polk, Semeraro, Sia, Ruggiero, Sommers, Sterni and Vasilik; No: None. Absent: Kenning.

The Director presented quotes from three companies for deep cleaning at Main Library after the HVAC project is completed. It was the consensus of the Board that the Director speak to the vendors and have them explain and refine their quotes.

Because of the demands being placed on the community room at Allwood, President Vasilik suggested that the July meeting of the Board be moved to the Main Library. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved moving the July meeting to the Main Library. Vote: Yes: Charsky, Polk, Semeraro, Sia, Ruggiero, Sommers, Sterni and Vasilik; No: None. Absent: Kenning.

TRUSTEE COMMENTS

There were no Trustee comments.

On motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, with all present being in favor, adjourned the meeting at 8:14 pm.

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