APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 16, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on July 16, 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: Barbara Polk, Richard Ruggieri, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Thomas Charsky, Rosmunda Kenning.

MINUTES

The Board reviewed the minutes of the June 18, 2025 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board on roll call vote approved the minutes of the June 18, 2025 meeting. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers and seconded by Trustee Polk, the Board, with all present being in favor, closed the public comment portion of the meeting.

DIRECTOR'S REPORT

The HVAC project at Main continues, with significant work in the ceilings and delivery of air handlers for the mezzanine level. Construction required changes to vent openings and masonry work to accommodate new equipment. Old openings are being sealed.

Some workdays have been particularly busy, involving maximum staffing, deliveries, a fire department call (due to heat and dust), environmental testing, and staff coordination.

The Allwood Branch parking lot remains full due to high summer activity at both the library and the park. Additional Main staff presence and unauthorized neighborhood parking have added to congestion. The Clifton Police issued warnings and one ticket; they plan ongoing enforcement.

Library staff, including Pat Ferro and Joel Colon, attended the city's Advisory Committee for Individuals with Disabilities, where they promoted accessible library services. Their presentation was well received.

Outreach continued with a July 8 visit to Senior Horizons at Clifton, sharing library resources.

Materials ordering continues, with patrons expressing satisfaction at new items on the shelves.

Staff have been helping to stock a Little Free Library in the park with donations.

The Allwood Branch is actively promoting the Summer Reading Program for all ages, with a registration table near the entrance. The Children's Department successfully relocated the Summer Reading Kickoff to School 3's auditorium, featuring "Eyes of the Wild" animal presentations and drawing over 100 attendees.

The first week of the Summer Reading Program saw 55 teen reading logs distributed. Teens are picking up weekly prizes, and more digital copies of summer books have been added. Special craft programs are scheduled each Wednesday in July, with encouragement for teens to share their creations.

Children's programming has been adapted quickly to changes, ensuring successful events and high participation.

Many programs were moved to Allwood, but some were cut due to space and scheduling limits; these will be considered for fall.

Staff are conducting outreach at the Downtown Clifton Farmer's Market and creating a YouTube video to explain programming changes.

The annual I Spy game features weekly art themes, including local art from Clifton Arts Center and Sculpture Park.

The "Drive-In Movie" program was a hit, with staff creatively designing cardboard box cars for children.

The Director attended the city's Unhoused Task Force Meeting on June 26. It was noted that state funding for Code Red—providing shelter during extreme heat—was being approved, though local impact was still uncertain.

<u>DONATIONS</u>

A few months ago, the Library had been notified that it was one of several beneficiaries of the estate of Emily Trojan. The attorney for the estate has advised that the process is almost complete and that the Library will receive approximately $50,000, unrestricted.

Restricted:

$	1,000.00	In Memory of Janine Piela from Adele Piela for books
$	20.00	In Memory of Silvia Hart from Karen Sommers for books
$	20.00	To Commemorate Ernest Scheidemann's 90th Birthday from Karen Sommers for books

Restricted – DEPARTMENTAL:

$	150.00	Swing Phi Swing Social Fellowship for the Allwood Branch
$	20.00	Children's Summer Reading Program from Cheryl Bender
$	750.00	2025 Summer Reading & Enrichment Programs from Thomas Charsky
$	178.77	Interest earned – EW FUND for Children's programs

FRIENDS REPORT

Trustee Semeraro reported that the Friends will not be meeting in the Summer. She showed the Board the stationery being used by the Friends which includes their new logo and a QR code.

BUILDING AND PROPERTY COMMITTEE

The Director noted that next month the Trustees will need to start discussing the work to be done under the Library Bond Construction Act. The agreement requires that the work be done by August 2026 but there is a grace period.

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Polk and seconded by Trustee Sommers, the Board, on roll call vote, approved the Encumbrance List dated July 1, 2025, in the amount of $153,291.57 and the Claims List dated July 16, 2025, in the amount of $739,728.45. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None. Absent: Charsky, Kenning.

UNFINISHED BUSINESS

The Board reviewed revised quotations from Eastern Essential Services and Cleaning World Inc. for the deep cleaning of the Main Library after the HVAC project is completed. Trustees asked the Director to have Eastern Essential Services clarify their scope of work to include the dusting of books. The Director will report back at next month's board meeting.

NEW BUSINESS

Regarding the HVAC project, the Board reviewed proposed change order PC004 for the removal and replacement of 45 transfer grills. The Director explained that in doing the work, the contractor found that a number of the current grills were stained and rusted. As the Library's engineer has not yet completed its review of the proposed change order, it was suggested that the Board approve the change order contingent on approval by the engineer. On motion made by Trustee Ruggiero

and seconded by Trustee Sterni the Board, on roll call vote, approved Change Order PC004 in the amount of $5,767.72 conditioned upon approval by the Library engineer.
Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

TRUSTEE COMMENTS

Led by Trustee Ruggiero, the Trustees, the Director and Counsel wished Trustee Polk a Happy Birthday.

On motion made by Trustee Ruggiero and seconded by Trustee Semeraro 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