APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 3, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on September 3, 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 revised 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 Ruggieri, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Rosmunda Kenning, Barbara Polk.

MINUTES

The Board reviewed the minutes of the July 16, 2025 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board on roll call vote approved the minutes of the July 16, 2025 meeting. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers 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 supplied a written report to the Trustees in advance of the meeting. She supplanted the report by reminding the Board that the Allwood Branch would be open on Sundays beginning on October 5 through December 14.

The Passaic County Book Festival has been rescheduled for Saturday September 27 from 11:00 am to 4:00 pm at Weasel Brook Park.

DONATIONS - Restricted – DEPARTMENTAL:
$ 143.73 Interest earned – EW FUND for Children's programs

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board, on roll call vote, approved the Encumbrance List dated August 1, 2025, in the amount of $292,514.40 and the Claims List dated September 3, 2025, in the amount of $ 200,421.99. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

UNFINISHED BUSINESS

The Board reviewed revised quotations from Eastern Essential Services clarified that their scope of work includes the dusting of books. On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, approved contract with Easter Essential Services in the amount of $13,794 in accordance with the proposal included in the board packet. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

NEW BUSINESS

Regarding the HVAC project, the Board reviewed proposed change orders 5 (relocation of VAV box),7 (mold remediation),8 (breaker panel upgrade) & 9 (substitute VAV box for previously designed ceiling mounted split system. The Director noted that proposed change order 6 was withdrawn and incorporated into proposed change order #9. The Director stated that there were funds for these change orders would be covered by the allowances balance and from capital funds. On motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, on roll call vote, approved Change Order PC005 in the amount of $5,901.16, Change Order PC007 in the amount of $11,588.58, Change Order PC008 in the amount of $16,349.26 and Change Order PC 009 in the amount of $25,304.83. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

The Board discussed proposed change order10. The Director noted that the engineer had not yet reviewed this change order. The consensus of the Board was to defer consideration of this change order until the engineer had reviewed it.

On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, approved the Clifton Police Service Contract dated August 21, 2025. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

The Director requested that the Board approve a budget for Staff Appreciation Day to be held later this month. On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, approved a $2,000 budget for Staff Appreciation Day. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

The Director reported that the Library was the beneficiary of the Estate of Emily Trojan with a bequest in the amount of $68,198.75. To receive the bequest the Estate requires that the Library execute a Refunding Bond and Release. On Motion made by Trustee Ruggiero and seconded by Trustee Semeraro, the Board, on roll call vote, authorized the Director to execute a Refunding Bond and Release to the Estate in the amount of $68,198.75. Vote: Yes: Charsky, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Kenning, Polk.

TRUSTEE COMMENTS

On motion made by Trustee Sia and seconded by Trustee Charsky, the Board, with all present being in favor, adjourned the meeting at 7:31 pm.

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