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

The monthly meeting of the Trustees of the Clifton Public Library was held on November 19, 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, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Karen Sommers. Rosmunda Kenning arrived at 6:42 pm during the Director's Report

MINUTES

The Board reviewed the minutes of the October 15, 2025 meeting. On a motion made by Trustee Charsky and seconded by Trustee Semeraro, the Board on roll call vote approved the minutes of the October 15, 2025. Vote: Yes: Charsky, Polk, Ruggiero, Semeraro, Sia, Sterni and Vasilik; No: None; Absent: Kenning, Sommers.

PUBLIC COMMENT

No one addressed the Board. 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 supplied a written report to the Trustees in advance of the meeting. Updates and highlights of activities since the October 15 board meeting included the following.

The Main Library HVAC project is progressing, with the first floor reopened to the public on November 17 after deep cleaning and coordination among staff and partners. Air quality testing and system balancing are ongoing, and outdoor window washing is scheduled. Administrative and account clerks were temporarily relocated due to Early Voting activities, which saw steady community engagement and required coordination with various agencies. As reopening proceeds, staff will remain in temporary spaces until upper offices are available. The community

room's use remains limited except for select events, including an upcoming FRIENDS musical concert.

Allwood branch continues extended hours, with ongoing evaluation. The annual fire inspection noted one outstanding issue, insufficient electrical outlets on the second floor, which is being addressed. Additional efforts are underway to improve exterior lighting and complete maintenance tasks, including carpet cleaning and backflow preventer inspection. Lastly, outstanding capital funds will be redirected to improvements for Main's garage rather than being returned.

The Director reported that the Library had received the following donations:

DONATIONS

The library has been notified that it is listed as a beneficiary in the estate of Kevin Fourcaud. More details to come.

Restricted:

$	1,000.00	In Memory of Richard and Mark Piela from Adele Piela for books
$	20.00	To commemorate the 70th Wedding Anniversary of Mark and Helene Levin from Vivian Semeraro for books

Restricted – DEPARTMENTAL:

$	176.24	Interest earned – EW FUND for Children's programs

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that the FRIENDS semi-annual meeting was held on November 10. The FRIENDS attended the Mayor and Council meeting and received a proclamation recognizing the FRIENDS on their 40th Anniversary. Mayor Grabowski attended the November 10 meeting of the FRIENDS and read the proclamation. Entertainment was by Richard Stillman who offered a patriots salute for Veteran's Day. There will be a Fundraiser at Shannon Rose November 19 and 20. The next meeting of the FRIENDS will be on December 2 2pm-3:30pm. Entertainment will be by Mike Luipersbeck and the All-Star Quartet.

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 November 1, 2025, in the amount of $ 264,599.33 and the Claims List dated November 19, 2025, in the amount of $ 167,159.48. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

The Committee provided an update on the cost to date for the Main HVAC project.

UNFINISHED BUSINESS

The Board reviewed proposals from Little People's Cove, After-Mouse.com, and Brentpoint Holdings, LLC for an interactive touch play table for children. The Board had questions regarding the payment due dates and shipping costs. The Director will follow up and report back at the December meeting.

NEW BUSINESS

Regarding the HVAC project, the Board reviewed proposed change order 12 (Mechanical Room Lighting Relocation). The Director noted that the Library's engineer, Crane Associates, reviewed and agreed with this proposal. On motion made by Trustee Kenning and seconded by Trustee Charsky, the Board, on roll call vote, approved Change Order 12 in the amount of $4,931.16. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

The Board reviewed proposed change order 13 (Unit Heater Relocation) for the HVAC project. The Director noted that the Library's engineer, Crane Associates, reviewed and agreed with this proposal. On motion made by Trustee Sia and seconded by Trustee Semeraro the Board, on roll call vote, approved Change Order 13 in the amount of $9,013.05. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

The Board reviewed a proposal from Unitemp to winterize the chiller. The Board asked that one more quote be obtained. On motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, on roll call vote, authorized the Director to contract for the winterization of the chiller at the Main Library at a cost not to exceed $5,468.78.

The Board reviewed a proposal from Creative Library Concepts for a service desk for the Allwood Branch Children's Room. On Motion made by Trustee Kenning and seconded by Trustee Sia, the Board, on roll call vote, approved the purchase of Drift Harbor Desk with open storage and a cupboard at a total cost of $5,705.19. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

The Board reviewed proposals for fall landscaping cleanup at the Main Library and the Allwood Branch. On motion by Trustee Polk and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the proposal of Leon Brothers Landscaping for fall landscaping cleanup at Main Library and Allwood Branch in the total amount of $2,640. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

The Director informed the board that the Allwood Library would be open Sundays starting January 16 through May 17 with the exception of April 5 (Easter) and May 10 (Mother's Day).

On motion made by Trustee Polk and seconded by Trustee Charsky the Board adopted the attached PALS Plus 2026 Voting Rep resolution. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sterni, and Vasilik; No: None; Absent: Sommers.

TRUSTEE COMMENTS

Trustees wished everyone a Happy Thanksgiving.

On motion made by Trustee Sia and seconded by Trustee Semeraro, the Board, with all present being in favor, adjourned the meeting at 7:32 pm.

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