APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on October 15, 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, Rosmunda Kenning, Barbara Polk, Richard Ruggiero, Vivian Semeraro, Suzanne Sia, Karen Sommers, President Patricia Vasilik, Library Director Justine Tomczak, and Library Counsel Michael A. Cerone, Jr. Absent: Tracy Sterni.

MINUTES

The Board reviewed the minutes of the September 17, 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 September 17, 2025 meeting as amended. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None; Absent: Sterni.

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 Director supplied a written report to the Trustees in advance of the meeting. Updates and highlights of activities since the September 17 board meeting included the following.

Main Branch HVAC Project: Air handlers 4a & 4b were successfully started up, with insulation, controls integration, and fire alarm checks completed. Electricians and pipe fitters worked on related systems. Demolition of air handlers 5a & 5b in the penthouse was done, and next steps include masonry, rigging, and louver work to prepare for new equipment.

Staff and Facility Updates: Deep cleaning of the first floor was scheduled for October 14, with staff reshelving beforehand. Some staff desk setups were relocated. A large wasp nest discovered at Allwood was promptly removed by pest management.

Book Vendor Update: Baker and Taylor's acquisition by ReaderLink fell through, resulting in uncertainty for outstanding orders. Libraries are considering other vendors and a staff shopping trip to Barnes and Noble. PALS Plus is assisting with alternative cataloging solutions.

Branch Service and Outreach: Sunday hours have resumed at the Allwood Branch for the fall, with good turnout on opening day. Library staff attended local school and city events to promote library services and sign-up new members. Ongoing outreach continues at satellite offices to connect residents with library resources.

Community Partnerships and Programming: Collaborations are in progress with community organizations for events such as STEM workshops, nature programs, Halloween festivities, cooking and art classes, and music shows. The Children's Department is busy with programming, staff transitions, and holiday plans, and has added BookFlix as a new digital resource.

Recognition: Staff appreciation was highlighted with a celebratory lunch, and milestone anniversaries for several employees were recognized.

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

DONATIONS

Unrestricted:

$ 68,198.78 From the Estate of Emily Trojan

Restricted:

$ 15.00 To commemorate the birthday of Stella Rose Sonnema from Carol Loden
$ 30.00 In Memory of Elaine Sanford Hayes from Virginia Testa
$ 30.00 To commemorate the birthday of Owen Michael Jack from Carol Loden

Restricted – DEPARTMENTAL:

$ 178.49 Interest earned – EW FUND for Children's programs

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that the Friends fundraiser with Wendy's netted $468.75 and the fundraiser with Stop and Shop earned $614.00. The Friends semi-annual meeting will be on November 10 starting at 1 pm. The meeting will celebrate the 40th anniversary of the Friends.

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 October 1, 2025, in the amount of $ 222,531.04 and the Claims List dated October 15, 2025, in the amount of $ 230,123.14. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None; Absent: Sterni.

The Committee reported that it has begun preparation for the 2026 budget.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The Board reviewed proposals from four vendors for new folding tables to replace existing tables at Main and Allwood. On Motion made by Trustee Kenning and seconded by Trustee Ruggiero, the Board, on roll call vote, approved the purchase of eight KI DoraLite 30x96 folding tables and two KI DuraLite 30x72 folding tables from Worthington Direct at a total cost of $4,789.00. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None; Absent: Sterni.

The Board reviewed proposals from three vendors for an interactive touch play table. Trustees had questions regarding warranty terms, operating specifications and the terms of sale. The Director will reach out to the vendors and provide answers at next month's meeting.

The Director informed the Board that the two Library vans, which were purchased in 2013, needed to be replaced. The Board reviewed proposals from Hertrich Fleet Services for the purchase of a new 2025 Toyota Sienna and Ciocca Ford of Flemington for the purchase of a new 2025 Ford T350 passenger wagon. Both proposals are on state contract. On Motion made by Trustee Charsky and seconded by Trustee Polk, the Board, on roll call vote, approved the purchase of a new 2025 Toyota Sienna from Hertrich Fleet Services at a cost of $41,020.00 and the purchase of a new 2025 Ford T350 passenger wagon from Ciocca Ford of Flemington at a cost of $60,465.50. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None; Absent: Sterni.

The Director informed the Board that the City CFO has requested that the Library review outstanding capital bond balances for those bonds issued before 2020 and to advise if any of the balances were no longer needed. The Trustees reviewed the balances for Main Community Room, Allwood Branch Shed, Lighting Upgrades and Roof Replacement. The Director recommended that the money for the Allwood Branch Maintenance Shed was not needed as the project would likely cost well in excess of the $20,000 balance. On Motion made by Trustee Semeraro and seconded by Trustee Ruggiero, the Board, on roll call vote, authorized the Director to inform the City that the capital account balance for the Allwood Branch Shed was no longer needed. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, and Vasilik; No: None; Absent: Sterni.

TRUSTEE COMMENTS

President Vasilik complimented all staff members who were recognized for achieving their service milestones.

On motion made by Trustee Sia and seconded by Trustee Semeraro, the Board, with all present being in favor, adjourned the meeting at 7:23 pm.

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