APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 17, 2025

The monthly meeting of the Trustees of the Clifton Public Library was held on September 17, 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, Rosmunda Kenning, 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: None.

MINUTES

The Board reviewed the minutes of the September 3, 2025 meeting. President Vasilik noted a missing parenthesis in the motion to approve the change orders and asked that the name of the cleaning contractor be corrected to read Eastern Essential Services. On a motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board on roll call vote approved the minutes of the September 3, 2025 meeting as amended. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Sommers and seconded by Trustee Kenning, 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 3 board meeting included the following.

Significant progress has been made on the Main Library's HVAC project, including the installation of new air handlers and louvres, mold remediation, and duct cleaning. In technical services, Baker and Taylor announced price increases and upcoming acquisition by ReaderLink.

The Library successfully wrapped up its summer programs, with 8,800 visitors to the children's room, distribution of 531 reading logs, and 48 programs held at the Allwood Branch, despite Main being closed. Passive programs, cooking classes, magic shows, sensory story time, and art classes were particularly popular, and the prize store was a major attraction.

Planning is underway for fall programs, with Homework Help and other events scheduled at Allwood. Staff are collaborating with local organizations to host a Career Carnival for Kids and working with community police for the Headless Horseman event. Notable upcoming programs include an interactive Thanksgiving show and a jazz music education event funded by a donation.

The Allwood fiction section was reorganized to accommodate new STEAM kits, and feedback has been positive. Outreach efforts continue, with presentations such as "Paying for College" for teens and parents, and library staff engaging with the community at local schools and City Hall. The director also attended a statewide meeting focused on libraries as resources for older adults, networking with senior-focused organizations.

The Director informed the Board of the following personnel matters:

Personnel:
Children's Supervising Librarian Gloria Abero and the Director are conducting interviews for a new full time Librarian 1.

Librarian 3 Kathy Grimshaw achieved a "high pass" on the examination to become a Certified Archivist, as designated by the Academy of Certified Archivists. The certificate is valid for five years.

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

DONATIONS

Restricted:
$ 20.00 Mark & Helene Levin for books in Memory of Naomi Jacoby Cohn
$ 20.00 Vivian Semeraro for books in Memory of Naomi Jacoby Cohn

Restricted – DEPARTMENTAL:
$ 184.73 Interest earned – EW FUND for Children's programs
$ 100.00 Costco – Children's Summer Reading program

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that the Friends will be meeting on November 10 starting at 1 pm. Richard Stillman will be performing a musical program. 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 September 1, 2025, in the amount of $ 747,071.09 and the Claims List dated September 17, 2025, in the amount of $ 270,458.43. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

The Board reviewed a budget summary for the Main Library HVAC project.

PLANNING AND POLICY COMMITTEE

The Director informed the Trustees that the Library is changing the amount of time that video games can be loaned out from 1 week to 3 weeks.

UNFINISHED BUSINESS

The Director reported on conversations she had with both the contractor and engineer about the change orders for the HVAC project. Changes occurred because manufacturers cut sheets for the delivered equipment varied from those that were available at the time the bid specs were prepared. In some cases, the actual conditions were different than what plans for the existing conditions showed.

Regarding the HVAC project, the Board reviewed proposed change order10 (Redirect and Resize the Condensate Pipe Upgrade). Unitemp, the contractor, determined that the condensate discharge size for HVAC 4-A/B and 5-A/B had increased and that each unit has two discharge lines instead of the one line in the existing units on both the mezzanine and the penthouse level. The contractor recommended that the discharge line be increased to 1.5" (from 1.25”) to handle the capacity of the combined 8 condensate discharge lines. In addition, the discharge termination would be relocated to the wall side above the receiving floor drain which would eliminate the water discharging on and running across the floor of the mechanical room. 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 PC010 in the amount of $5,330.25. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

NEW BUSINESS

The Director requested that the Board approve the purchase of a guest chair and love seat from National Business Furniture for use in the break room at cost of $2,880.14. On Motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the purchase of a guest chair and loveseat from National Business Furniture in the amount of $2,880.14. Vote: Yes: Charsky, Kenning, Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

TRUSTEE COMMENTS

On motion made by Trustee Sia and seconded by Trustee Semeraro, the Board, with all present being in favor, adjourned the meeting at 6:57 pm.

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