APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 15, 2026

The monthly meeting of the Trustees of the Clifton Public Library was held on April 15, 2026, 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 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: Richard Ruggiero, Barbara Polk, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, Assistant Library Director Catherine Wolverton and Library Counsel Michael A. Cerone, Jr. Absent: Thomas Charsky, Rosmunda Kenning. Suzanne Sia and Vivian Semeraro arrived at 6:34 pm during the Director's Report.

MINUTES

The Board reviewed the minutes of the March 18, 2026 meeting. On a motion made by Trustee Polk and seconded by Trustee Ruggiero, the Board on roll call vote approved the corrected minutes of the March 18, 2026 meeting. Vote: Yes: Polk, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning, Sia, Semeraro.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director gave the Board a report on events since the March Board meeting.

Auditors continued their follow-up into March.

Generations electricians began the outdoor lighting project at Main, completing walkway and garage lights, with perimeter and pole lights still pending. PALS Plus neared completion of the server room split unit replacement, with additional installations and inspections scheduled in April.

An RFP for Main Library community room folding wall refurbishment was posted on the e-procurement system.

At Allwood, staff met with Fire Prevention Inspectors about safely storing gas-powered equipment; approval was given to build a storage shed, pending further logistics and city approval.

Programming highlights included a successful Makers Day at Allwood themed around Rev250, with 18th-century crafts like kites and pinwheels.

The library introduced vinyl records to its collection, initially for Clifton cardholders, and increased adult video game offerings.

Technical Services worked on improving book order costs and catalog record quality, scheduling a meeting with Brodart to address concerns.

Collection management efforts included weeding cookbooks and evaluating historical collections. Reference staff promoted upcoming programs, and recent events covered cybersecurity, medical topics, and local fiction.

City Green will visit the Allwood Branch on April 9 to promote summer internships for teens.

On April 14, a local career educator and coach will lead a workshop for teens focused on leveraging their strengths for college planning and career development.

The Children's Department has several spring programs planned:

- Stewie the Duck Foundation will conduct Water Safety Month programs at Main and Allwood in May, followed by a related contest with prizes.
- April's Financial Literacy Month includes the "Penny Project Power" series and basic saving programs with crafts using donated piggy banks.
- Graduate occupational therapy students from Seton Hall University will lead sensory play sessions for children in May.
- The Pokémon Club, developed by ALSC and the Pokémon Company, will launch in May.
- An "I Spy" series highlights aspects of Revolutionary War life, such as clothing and games.

The "Spring Celebration," held with Downtown Clifton, attracted over 100 participants.

Attendance at the Easter Vendor Fair was lower this year due to cold and windy weather.

March's library programs were generally well-attended, though Allwood's Baby Story Time needed time to recover from snowstorm disruptions.

A healthy smile story time with a pediatric dentist was popular, with plans to repeat the event in October.

On May 4, the Star Wars party will feature costumed volunteers from the 501st Legion and inflatable lightsabers provided by the Clifton Recreation Department.

Earth Day activities will include a nature journal and scavenger hunt for children.

Dia in April will combine multicultural crafts with Revolutionary War-themed folk art, celebrating the diverse heritage of the United States.

The Eric Carle Museum will host a Zoom workshop on April 22 about race and representation in picture books, open to all interested.

Preparations for the Summer Reading Program are underway, with kickoff and finale shows booked, and staff responsibilities distributed across various tasks such as booklists, prizes, and performer outreach.

The library website has been reviewed for ADA compliance, with several databases confirmed as compliant and ongoing checks for others.

Collaborative tourism initiatives are in progress with Passaic County's Department of Cultural and Historic Affairs, including museum passes, restaurant week, and updated discovery trails.

PALS Plus membership is considering amendments to the Shared Services Agreement relating to platform costs like Hoopla.

Personnel:

Joyce Corey, a part-time Library Assistant in the Circulation department, became a full-time Library Assistant in the Technical Services department on April 1, filling a vacancy.

Analis Ortiz, a part-time Page at Allwood, became a part-time Library Assistant in Circulation at Main on April 1. This is a lateral move in Civil Service. Her new payrate is Step 1 is $17.98/hr, and she's scheduled for 30 hours over 2 weeks.

DONATIONS

Unrestricted:

$	2.42	Canister
$	480.00	Balance of Emily Trojan estate

Restricted – DEPARTMENTAL:

$	176.23	Interest earned – EW FUND for Children's programs

FRIENDS OF THE LIBRARY

Trustee Semeraro reported that the Jane Stuart concert went well. The Gift Gallery is now open at Allwood. She reported that there was $342.50 in proceeds. A membership drive will be conducted April 20-25.

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, approved the Encumbrance List (2025 Budget) dated April 15, 2026, in the amount of $8,270.52, the Encumbrance List (2026

Budget) dated April 15, 2026 in the amount of $198,980.69, the Claims List (2025 Budget) dated April 15, 2026 in the amount of $427.50 and the Claims List (2026 Budget) dated April 15, 2026 in the amount of $103,883.82. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

NEW BUSINESS

On Motion made by Trustee Ruggiero and seconded by Trustee Sommers, the Board, on roll call vote, authorized the Director to hire Ryan Thomas to set up and configure Docker and the ArchivesSpace software for the local history collection at a fee of $95/hour for a maximum of 20 hours and to provide maintenance and support at a fee of $110/hour (on call as needed). Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

Regarding the action taken at last month's meeting awarding a contract to Garden State Mechanical for preventative maintenance of the HVAC system at the Main Library, the Library QPA advised that the Library should not enter into that contract because Garden State Mechanical is not a prevailing wage contractor. Although the contract itself was below the prevailing wage threshold, any work that would need to be done on the system that is over and above the work described for preventative maintenance would put them over the threshold and they would not be able to do the work. The Director spoke with Garden State Mechanical regarding this and Garden State confirmed that it would not become a prevailing wage contractor, and agreed that it would not be in position to enter into the contract for this work. The Board reviewed the proposal from Unitemp, which is a prevailing wage contractor, to perform the HVAC preventative maintenance. On Motion made by Trustee Ruggiero and seconded by Trustee Sia, the Board, on roll call vote, awarded the contract for preventative maintenance of the HVAC equipment at the Main Library to Unitemp on the terms presented in the correspondence from Unitemp dated April 8, 2026. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

The Board reviewed the proposals from AMI Services and Garden State Mechanical for preventative maintenance of the HVAC equipment at the Allwood Branch. On Motion made by Trustee Ruggiero and seconded by Trustee Sterni, the Board, on roll call vote, awarded the contract for preventative maintenance of the HVAC equipment at the Allwood Branch to Garden State Mechanical on the terms presented in the correspondence from Garden State Mechanical dated April 7, 2026. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

The Board reviewed the quote from Creative Library Concepts dated March 31, 2026 for the purchase and installation of a desk extender for the Allwood Children's room. On Motion made by Trustee Sommers and seconded by Trustee Semeraro, the Board, on roll call vote, awarded the contract for the Drift Harbor Add On to Creative Library Concepts on the terms presented in the proposal from Creative Library Concepts. Vote: Yes: Polk, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Charsky, Kenning.

The Director informed the Board that the Allwood Branch will remain open on Saturdays during the Summer.

TRUSTEE COMMENTS

President Vasilik reminded trustees to file their Financial Disclosure Statement by April 30, 2026.

On motion made by Trustee Polk and seconded by Trustee Semeraro the Board, with all present being in favor, adjourned the meeting at 7:17 pm.

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