**APPROVED MINUTES**
**CLIFTON PUBLIC LIBRARY**
**BOARD OF TRUSTEES MEETING**
**MAY 20, 2026**

The monthly meeting of the Trustees of the Clifton Public Library was held on May 20, 2026, at the Main Library, 292 Piaget Avenue, Clifton, NJ. The meeting was called to order at 6:32 P.M. by President Patricia Vasilik. President Vasilik 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 :Thomas Charsky, Rosmunda Kenning, Richard Ruggiero, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, and Assistant Library Director Catherine Wolverton. Absent: Barbara Polk and Library Counsel Michael A. Cerone, Jr.

MINUTES

The Board reviewed the minutes of the April 15, 2026 meeting. On a motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board on roll call approved the minutes of the April 15, 2026 meeting. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: Polk.

PUBLIC COMMENT

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

DIRECTOR'S REPORT

Director Tomczak supplied a written report to the board, summarizing National Library Week, Volunteer Week, and Free Comic Book Day activities; a successful tax preparation season for United Way/VITA and AARP; a motor vehicle accident in which the Allwood van was hit in the Allwood parking lot; progress establishing emergency evacuation procedures with Dana's Daycare; outdoor electrical work progress at Main; meetings attended by the Director and Assistant Director; work with Barnes and Noble and other vendors to pick up order fulfillment after the demise of Baker & Taylor; preliminary work on ESL program possibilities; recent and planned Children's and Young Adult programs; work on a "Your America's Potluck" community cookbook; a Book Nook puzzle sale at Main and book/DVD sale at Allwood; a spring concert in Main by students from Christopher Columbus Middle School; plans for adult memory kits; work on Rev250 programming; and a display in Main's gallery featuring artwork created by the talented late staff member Darlene Olenkewich.

Personnel:
Cassidy Rubio will be starting as a Page in the Children's Department on May 20, 15 hours/week at $15.92 per hour.

Melissa Carrasco, full-time Supervising Library Assistant in the Main Circulation Department, has resigned. Her last day is May 15.

Danielle Sonye-Reising, Principal Library Assistant, will be working out-of-title in the Supervisory role after Melissa departs.

Jennifer Bello, full-time Senior Library Assistant in the Allwood Children's Department, has resigned. Her last day is May 29.

Sakura Matas, part-time Library Assistant, has resigned. Her last day is June 5.

Megha Barot, part-time Library Assistant, has resigned. Her last day is June 6.

Nicholas Muller, part-time Librarian 1, has resigned. His last day is June 11.

In light of the shortage in personnel these resignations have created, Director Tomczak announced with regret that we will not be capable of opening the Allwood Branch on Saturdays in the summer as hoped. These resignations fortunately came just before publicity went out and we will use what we learned from initial planning in trying again next year.

DONATIONS

Unrestricted:

| | | |
|---|---|---|
| $ | 1.46 | Canister |
| $ | 20.00 | Patron |

Restricted:

| | | |
|---|---|---|
| $ | 63.00 | For books from Carol Loden and Grace Giunta<br>In Memory of Darlene Olenkewich's Birthday |

Restricted – DEPARTMENTAL:

| | | |
|---|---|---|
| $ | 170.55 | Interest earned – EW FUND for Children's programs |
| $ | 100.00 | For Children's Summer Reading Program from Cheryl Bender |

FRIENDS OF THE LIBRARY

The FRIENDS of the Library purchased a new gift gallery sign. They have donated $1,750 for three children's programs. On June 2, 2026 Mike Luipersbeck and the All Star Quartet will present their Spring concert featuring patriotic music. Richard Stillman will present a program celebrating Flag Day on June 13, 2026.

BUILDINGS AND PROPERTY COMMITTEE

Library Director Tomczak presented the Capital Improvement Plan covering the next three years. She discussed several of the projects in detail. On a motion by Trustee Charsky and seconded by Trustee Sterni, the Board, on a roll call, approved the Three Year Capital Improvement Plan. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, and Vasilik; No: None; Absent: Polk.

Director Tomczak discussed the need to replace the phone system.

The wall/ceiling project is next on the project list. Library Director Tomczak has to contact the architect to identify the locations for wall paper replacement.

The DPW has already pulled out bushes in front of the Main media room so we can begin work on creating a patio. A bench will be purchased with a donation. The Garden club has been helpful.

Library Director Tomczak presented two bids for the Main Library Folding Partition Rehabilitation. Mr. Dolan, QPA, felt that because Sentinel General Contractors had no experience in this field, it was recommended the Board accept the quote from Modernfold Styles. Trustee Ruggiero asked about cost if parts were needed to be replaced. Christine said the company would pay for four replacements. On a motion by Trustee Semeraro and seconded by Trustee Ruggiero, the Board, on a roll call vote, approved the Main folding wall refurbishment in the amount of $41,400.00. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent: Polk.

Library Director Tomczak discussed the new shed required by the Fire Department at Allwood, Nick is already checking out sheds. It will be discussed with Fire Department to make sure it fits the code. A concrete pad will need to be installed.

PLANNING AND POLICY

Library Director Tomczak presented and discussed the new circulation policy for the VidieGoGo books and Tonieboxes and an update to the policy for checkout of electronic equipment. On a motion by Trustee Charsky and seconded by Trustee Kenning, the Board, on a roll call vote, approved the policies for circulation of VidieGoGo and Tonieboxes and electronic equipment. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent: Polk.

FINANCE COMMITTEE

The Board reviewed the Encumbrance and Claims Lists. On Motion made by Trustee Ruggiero and seconded by Trustee Sia, the Board on roll call vote, approved the Encumbrance List (2025

Budget) dated May 1, 2026, in the amount of $427.50, the Encumbrance List (2026 Budget) dated May1, 2026 in the amount of $58,801.87, the Claims List (2026 Budget) date May 1, 2026 in the amount of $39,250.85. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent Polk.

Committee Chair Charsky reviewed with the Board a summary of the Main HVAC project produced by Administrative Clerk Christine Althawabta, showing a breakdown of revenue and expenses.

PERSONNEL COMMITTEE

At 7:16 pm the Board, with President Vasilik recusing herself, adjourned into Executive Committee to discuss the recent staff resignations. The Board reconvened at 7:19 pm with the same members present. On a motion by Trustee Semeraro and Seconded by Trustee Sia, the Board, on a roll call vote approved naming Danielle Sonye-Reising Provisional Supervising Library Assistant. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni.; No: None: Absent: Polk. Abstain: Vasilik.

NEW BUSINESS

The last change order from Unitemp for the Main HVAC project, concerning a temporary cooling unit for the IT room in the PALS Plus office, was received. On a motion by Trustee Charsky and seconded by Trustee Kenning, the Board, on a roll call vote approved the Main HVAC change order in the amount of $7,342.63. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent: Polk.

Library Director Tomczak presented the quote from Leon Brothers to complete the landscaping and clean up at Main and Allwood. On a motion made by Trustee Charsky and seconded by Trustee Ruggiero the Board, on a roll call vote approved the quote for $3,350. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent : Polk.

Library Director Tomczak discussed purchasing the next batch of computers. On a motion by Trustee Ruggiero and a seconded by Trustee Charsky, on a roll call vote approved the quote from Dell in the amount of $8,016.66. Vote: Yes: Charsky, Kenning, Ruggiero, Semeraro, Sia, Sommers, Sterni, Vasilik; No: None; Absent Polk.

TRUSTEE COMMENTS

President Vasilik spoke about asking Mr. Cerone to provide a two hour trustee training workshop.

On a motion made by Trustee Sia and seconded by Trustee Semeraro the Board with all present being in favor, adjourned the meeting at 7:30 pm.

Respectfully submitted by,
KAREN SOMMERS
Secretary