APPROVED MINUTES
CLIFTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 19, 2026

The monthly meeting of the Trustees of the Clifton Public Library was held on August 19, 2026, at the Main Library, 292 Piaget Avenue, Clifton, NJ. The meeting was called to order at 6:30 P.M. by President Patricia Vasilik with a flag salute and a moment of meditation. 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: Thomas Charsky, Rosmunda Kenning, Richard Ruggiero, Barbara Polk, Vivian Semeraro, Suzanne Sia, Karen Sommers, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, Assistant Library Director Catherine Wolverton and Library Counsel Michael A. Cerone, Jr. Absent: None.

MINUTES

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

PUBLIC COMMENT

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

DIRECTOR'S REPORT

The Director provided the Trustees with a written update of activities in the Library since the July 15, 2026 meeting. The Director made particular note of the following:

A Unitemp service technician, during a regular preventative maintenance visit, reported that they could not change the filters on two VAV boxes due to the way they were installed. The Director consulted the engineer at Crane who sent a document detailing that when installing equipment, the contractors are responsible for making sure that various parts of the equipment are accessible for servicing. A call was placed with Unitemp specifying a warranty issue to get this rectified.

An Allwood neighbor called complaining about the Allwood parking lot overnight from July 28-29. Apparently, police and a tow truck were there. The Library has not made any calls for parking enforcement since last summer. It appears that something beyond parking enforcement may have been happening.

A scooter was reported stolen from the bike rack at Main on July 13. Security video was reviewed and suggested that this was a crime of opportunity as someone walked up, seemingly to use the library; looked around; and scooted off with it.

Severe weather is increasingly becoming an issue. Recently there have been multiple severe storm warnings These developments impact staffing levels, as employees need to call out or alter their work times; program attendance; and anxiety levels.

On July 23, an individual was seated in the Children's Room with guns strapped to his waist. The Director consulted with the police chief and learned that this was a county law enforcement officer. While the whole situation was calm and quiet, there was work to do afterwards to get follow-up and guidance for the future from the police and from our board counsel. Many staff members were upset and expressed their concerns.

The Director noted that it was a great summer for programs.

Annual NJ Library Construction Bond Act project reporting was submitted on July 28.

Director meetings of note:

July 30: Civil Service Workshop at Verona Public Library

Personnel:

Part-time Library Assistant Ashley Llontop has resigned. Her last day was August 11.

The following people have been hired to fill recent part-time vacancies:

- Christopher Vargas, Children's Page, 36 hours over 2 weeks, $15.92/hour, start date August 3
- Courtney Lyons, Children's Library Assistant, 30 hours over 2 weeks, $17.98/hour, start date August 10
- Len Gluck, Librarian 1, 24 hours over 2 weeks, $31.86/hour, start date August 4

DONATIONS

Unrestricted:

$	2.15	Canister
$	3.50	From patron
$	17.96	From patron

Restricted:

$	100.00	From Patti, Maria and Lynda Rapuano in memory of Judy Muia for books

$ 165.00 From FRIENDS for piano tuning
$ 1,000.00 From Adele Piela in memory of Janine Piela for books

Restricted – DEPARTMENTAL:
$ 100.00 From Susan Feld for Local History
$ 159.25 Interest earned – EW FUND for Children's programs

CORRESPONDENCE

The Library received a thank you from the United Way for allowing the Main Library to serve as a location for a back-to-school backpack give away.

FRIENDS LIASON

Trustee Semeraro noted that the Friends pop up continues at the Allwood Branch. The Friends received a $2,000 donation from Kearny Bank Foundation.

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 August 1, 2026, in the amount of $85,771.56, and the Claims List dated August 19, 2026 in the amount of $61,768.20. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

NEW BUSINESS

The Director presented a quote from Dell for the purchase of computers with pricing based on state contract. On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, approved the purchase of 12 Dell Pro Slim Computers as detailed in the quote dated August 3, 2026 at a total cost of $14,217.36. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

The Director requested the Board approve a $2,000 budget for staff appreciation day. The budget includes a box lunch for staff and achievement certificates for staff. On motion made by Trustee Ruggiero and seconded by Trustee Kenning the Board, on roll call vote, approved a budget of $2,000 for staff appreciation day. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

The Director requested the Board approve closing both buildings on October 16 to conduct a staff development day. On motion made by Trustee Charsky and seconded by Trustee Sommers the Board, on roll call vote, approved closing the Main Library and Allwood Branch on October 16 for staff development day. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

The Director requested the Board approve a $2,500 budget for staff development day. The budget includes fees for presenters. On motion made by Trustee Sterni and seconded by Trustee Charsky

the Board, on roll call vote, approved a budget of $2,500 for staff development day. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

The Director presented quotes for window cleaning at both buildings from NJ Window & Gutter Cleaning ($2,000) and City Wide Facility Solutions ($1,795). On motion made by Trustee Ruggiero and seconded by Trustee Kenning the Board, on roll call vote, approved hiring City Wide Facility Solutions for window cleaning at a cost of $1,795. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sommers, Sterni and Vasilik; No: None; Absent: None.

Trustee Comments

Trustee Charsky stated that the Library will try to have the piano tuned in November in time for the Friends December 1 concert.

Trustee Sia asked how a program presenter could put out notices of an event which included the names of two candidates who are on the ballot in November. The Director noted that the Library approved a standard reception for the photographer whose work was on display at the Main Library and was not given advance notice of the addition of official appearances by political candidates, and that the Library has no control over what PR the presenter did. The Assistant Director cancelled the event and the presenter apologized, not realizing this was not acceptable. The Board requested review of the Community Room policy and approval process to see if any areas can be strengthened.

On motion made by Trustee Ruggiero and seconded by Trustee Semeraro the Board, with all present being in favor, adjourned the meeting at 7:12 pm.

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