# APPROVED MINUTES
# CLIFTON PUBLIC LIBRARY
# BOARD OF TRUSTEES MEETING
# SEPTEMBER 16, 2026

The monthly meeting of the Trustees of the Clifton Public Library was held on September 16, 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, Tracy Sterni, President Patricia Vasilik, Library Director Justine Tomczak, Assistant Library Director Catherine Wolverton and Library Counsel Michael A. Cerone, Jr. Absent: Karen Sommers.

## MINUTES

The Board reviewed the minutes of the August 19, 2026 meeting. On a motion made by Trustee Charsky and seconded by Trustee Ruggiero, the Board on roll call vote approved the minutes of the August 19, 2026 meeting. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

## PUBLIC COMMENT

No one addressed the Board. On motion made by Trustee Polk 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 provided the Trustees with a written update of activities in the Library since the August 19, 2026 meeting. The Director highlighted the following:

On August 20, Maintenance Supervisor Nick Alectoridis, Administrative Clerk Christine Althawabta and the Director met with architect George Held and a commercial wallcoverings representative to walk through the Main Library and discuss the wallpaper project. Wall surface preparation is key to a good installation and the multiple types of surfaces we have is a challenge.

Nick and the Director met with George Held on September 15 to walk through the building and discuss items on the Library's Capital Plan plus any insight the architect has as to preventative maintenance or future needs in our buildings. The objective is to obtain a quote for producing a Capital Improvements Study.

The Main garage door was installed on August 26.

On August 28, Nick, Chris and the Director met with a paving contractor at the Main parking lot and discussed future work. The discussion was limited to milling and paving, not redesigning, as a starting point for price and urgency of work needing to be done. The contractor was asked for two quotes: One for milling and paving the whole lot, fixing the stones in the circle and replacing the bollards; and another for a short-term fix, which would be light milling over the worst areas and doing a more substantial paving beyond filling in potholes. After receiving these quotes, the a decision can be made on whether it is feasible to redesign the parking lot.

Clifton DPW fixed potholes on three occasions during the week of Labor Day.

Generations worked on the tall parking lot pole lights at the Main Library during the Labor Day week.

Window washers were at Main and Allwood on September 9.

Tremco Roofing went to Allwood to do a free assessment of the roof. A representative will be meeting with maintenance staff and the Director on September 17.

ESL classes are set to start this Saturday.

The Director provided an update on programming.

A new edition of the Library newsletter is available.

Library Assistants Sonia Ramos and Megan Bilek represented the library at Clifton High School's Back to School Night on September 10.

The Library will staff a table at the city's Senior Barbeque on September 25.

Personnel:
Part-time Library Assistant Ashley Llontop, who resigned as of August 11, will stay on as a Sunday Library Assistant alternate.

Part-time Library Assistant Valentina Bonilla Romero has resigned. Her last day of work is September 18.

Part-time Library Assistant Evans Pare has resigned. Their last day of work is September 25.

DONATIONS

Unrestricted:
$ .40 From patron

$ 25.00 From patron

Restricted:
$ 20.00 Birthday Wishes for Stella Rose Sonnen from Carol Loden for books
$ 30.00 In Memory of Nick Kartanos from Karen Sommers for books

Restricted – DEPARTMENTAL:
$ 5.00 From patron for Allwood
$ 10.00 From patron for Allwood
$ 159.25 Interest earned – EW FUND for Children's programs
$ 1,500.00 From the Garden Club of Clifton (/Fran Warren estate) for memorial

## CORRESPONDENCE

There was no correspondence for the board.

## FRIENDS LIASON

Trustee Semeraro passed out a flyer for the next FRIENDS event on Thursday, September 24, 6:30 pm, at the Main Library: Maestro Robert Butts will discuss the opera "Carmen". She announced that as of the June FRIENDS meeting, the balance on hand was $20,457.99 and that the FRIENDS had donated $1,800 to the Library for the Children's Department to be used for summer programs. The FRIENDS has a table at Clifton Day hosted by JK Realty. The FRIENDS approved a donation of $165 to cover the cost of tuning the piano.

## TECHNOLOGY COMMITTEE

The Committee met at the Allwood Branch to review technology needs specifically active panels and zoom equipment. The Committee reviewed 4 quotes and recommended Keyboard Consultants as being the most advantageous for the library. On motion made by Trustee Ruggiero and seconded by Trustee Sia, the Board, on roll call vote, approved the purchase and installation of active panels and related equipment for the Allwood Branch and the Main Library from Keyboard Consultants at a total cost of $22,356 in accordance with the quotes dated September 11, 2026. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

The Director reviewed quotes for telephone system replacement and recommended purchase of equipment from Telecom Global Systems, Inc., which provided the lowest quote. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, approved the purchase and installation of Avaya IP Office Telephones and related equipment for the Allwood Branch and the Main Library from Telecom Global Systems, Inc. at a total cost of $12,300 in accordance with the quotes dated August 27, 2026. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

## 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, 2026, in the amount of $ 105,119.53, and the Claims List dated September 16, 2026, in the amount of $61,768.20. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

## PERSONNEL COMMITTEE

The Trustees discussed changing the table of organization for the Allwood Branch. The Director recommended that one of the PT Library Assistants be changed to a FT Library Assistant. She noted that the Allwood Branch is busier now and it would benefit from this change. Trustee Sia asked if the Director could provide any metrics to support this request. The Director did not have any statistics but said that she would work on providing the Board with circulation statistics and compare them to the prior year and where possible in comparison to other PALS Plus libraries. On motion made by Trustee Ruggiero and seconded by Trustee Polk, the Board, on roll call vote, authorized converting the position of one PT Library Assistant at Allwood Branch to a FT Library Assistant with a salary scale starting at $32,724 per year. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

## NEW BUSINESS

The Director presented four quotes for carpet and tile cleaning (Main and Allwood). On motion made by Trustee Ruggiero and seconded by Trustee Charsky, the Board, on roll call vote, authorized hiring Advantage Chem Dry of Clifton to perform carpet and tile cleaning at both Main and Allwood for a total cost of $5,941.00 in accordance with their quotes of August 24, and August 28, 2026. Vote: Yes: Charsky, Kenning, Ruggiero, Polk, Semeraro, Sia, Sterni and Vasilik; No: None; Abstain: None. Absent: Sommers.

The Director provided the Trustees with a revision to Community Room Use Policy. The Director reviewed policies from approximately 20 libraries to address the concerns raised at the August meeting regarding use of the facilities for political purposes. Discussion among the Trustees followed. It was the consensus of the Trustees that this should be referred to committee and counsel for further review.

## Trustee Comments

President Vasilik advised the trustees that the New Jersey State Library was conducting a program for trustees on October 17, 2026 at the Monmouth County Library. She encouraged trustees to attend.

On motion made by Trustee Kenning and seconded by Trustee Charsky the Board, with all present being in favor, adjourned the meeting at 7:47 pm.

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