

MEETING OF MONDAY, APRIL 23, 2019

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HOBOKEN FREE PUBLIC LIBRARY, HELD IN THE SMALL PROGRAM ROOM IN THE LOWER LEVEL OF THE PUBLIC LIBRARY, 500 PARK AVENUE, HOBOKEN, NEW JERSEY ON TUESDAY, APRIL 23, 2019 AT 6:30 P.M.

----- Meeting Excerpt -----

1. Call to Order

President Abernathy called the meeting to order at 6:32 p.m. and certified that pursuant to the Open Public Meetings Act, notice of the meeting had been given in the annual meeting notice, which was adopted at the July 24, 2018 meeting of the Library Board, which notice was provided to the Jersey Journal and the Hoboken Reporter, had been posted at the Library, Hoboken City Hall and filed with the Hoboken City Clerk.

2. Roll Call

Roll call was taken:

Attendance	Present	Absent	Notes
Dr. Jerome Abernathy, President	X		
Mrs. JoAnn Serrano, Treasurer	X		
Ms. Susan Murcko, Secretary		X	Excused Absence
Ms. Amanda R. Blaney	X		
Mr. William Coughlin, Mayor's Designee*	X		
Ms. Jennifer Evans, School Superintendent's Designee***	X		Via phone conference
Ms. Ana Sanchez		X	Excused Absence
Mr. Jack Silbert	X		

**Ex officio* under NJ state law.

**Present via remote connection.

Also in attendance were: Library Director Lina Podles, Facilities Director Michael Chapka, Recording Secretary Clark Matthews, Library Counsel Michael Cerone Esq. and members of the library staff and public.

---Dr. Abernathy: Proposed excusing the absence of Ms. Murcko and Ms. Sanchez; board consent to excuse them was added to the consent agenda.

3. Acceptance of Minutes

---Dr. Abernathy: Asked if the trustees had any corrections or comments regarding the minutes of the board meeting of March 26, 2019. There being none, the minutes were added to the consent agenda.

4. Public Comments

---Dr. Abernathy: Invited comments from the public. There were no public comments.

5. Director's Report

---Mrs. Podles: Highlighted several items from the Director's Report: Circulation continues very good, but she expects it to drop off during the summer months and because the children's collection has been weeded out in advance of the renovation work with some materials donated, some moved to the new Hoboken Housing Authority (HHA) learning center, and some given away. She showed the trustees boards with the new floor plans and images of options for the third floor; renovations are now in execution mode: the first floor offices and children's department are being packed up and furniture is being moved in for the anticipated children's opening on May 6th; BCCLS has suspended requests until the work is done; it is hoped to reopen the Reference Department by May 9th. The HHA center opened on April 15 and was an immediate hit, with people coming in from the street and taking out materials and making appointments to use the computers and printers; even without the planned Literacy Specialist the center is very popular with families and adult patrons; the official opening will be on May 2nd with HHA officials and invitations are being sent to the City Council members and Mayor. The Mayor, school board, and HHA are also supporting the grant application for the Learning Center; meanwhile she has hired two part-time library assistants for the HHA site and is receiving requests for Spanish-language materials and large-print books. Interviewing for the Literacy Specialist is proceeding with library staff pre-interviewing candidates.

6. Committee Reports, including Finance Committee and Payment of Bills

---Mr. Chapka: Reported for the Buildings and Grounds Committee: Renovation work at 256 Fifth Street is complete and the library has a certificate of occupancy (CO) for the building. The notice to proceed with paint removal was received and LEW Corporation has 60 days to complete work; they estimate the job will take 5 weeks.

---Mrs. Podles: Added that the 5-weeks estimate might be optimistic because lead testing will possibly take longer and the tests are very sensitive. Also noted that the Book and Library Fair will be on Saturday, June 8th, all day from 11:00-4:00; there will also be a Green Fair in Church Square Park the same day.

---Dr. Abernathy: The Buildings and Grounds Committee recommends passage of two resolutions related to the New Jersey Historic Trust (NJHT) grant: 1) Owner Assurances of grant compliance and 2) Applicant Assurances of grant compliance. Both were added to the consent agenda for board approval.

---Mrs. Serrano: Reported for the Budget and Finance Committee: There is no committee report this month. She described the financial matters before the board for approval (all in part 3 of the board package): 1.) in Part A, to pay from the capital improvement construction account at Bayonne Community Bank (BCB) checks no. 321-323 totaling \$23,154.14; 2.) to pay FY 2019 library operating expenses with checks no. 7526-7582 and 7588-7599 totaling \$288,220.76 and to pay via Paypal \$500.00 to Facebook, \$175.00 to Faronics, and \$106.61 to Stellar; and 3.) in Part B, to pay expenses for library materials with checks no. 7583-7587 totaling \$29,143.01.

---Mrs. Serrano: Noted that the month's operating expenses include a large bill for health insurance and asked if there were questions about the bills to be paid or other matters. There were no questions. The Part A and Part B bills to be paid were added to the consent agenda.

---Dr. Abernathy: There is no report from the Personnel and Policy Committee this month.

7. President's Report

---Dr. Abernathy: Regarding a prospective uptown library branch, the former Battaglia's store on Willow Avenue at 14th Street can be subleased, and the trustees are invited to tour it on Thursday. The developer that promised to do the feasibility study of the uptown HCC property (MBS Center; the former Hoboken YMCA) is now unable to do the study, so HCC is footing the cost of the study to move the project forward. For the library to participate, it is essential to have a cost estimate, however, and that remains a work in progress; resolutions in support were passed by the City Council. Plans for the 258 Fifth Street property are being developed so news will be coming; he will be meeting with the neighbors and putting together a committee on the property, which will include Phil Cohen from the Zoning Board.

8. Library Foundation Report

---Mrs. Serrano: Reported the foundation will be at the upcoming Book Fair.

9. Friends of the Library (FOTL) Report

---Mrs. Freiser: For the Friends, reported that the FOTL will also be at the upcoming Book Fair as well as the reschedule Hoboken Arts and Music Festival on May 12th. The Friends' Awards Dinner will be held at Amanda's on June 11th. The FOTL-sponsored English as a Second Language (ESL) program remains extremely popular and enjoys loyalty from former students. The new Friends' "Bookish" newsletter just went out.

10. Old Business

---Dr. Abernathy: Called for any old business; there was none.

11. New Business

---Dr. Abernathy: Called for any new business; there was none.

12. Consent Agenda

---Ms. Blaney: Moved the board approve approve the meeting consent agenda as follows:

- a. Excuse the absences of Ms. Murcko and Ms. Sanchez.
- b. Accept minutes of board meeting of March 26, 2019.
- c. Approve resolution to sign Applicant Assurance for NJHT 2019 grant application.
- d. Approve resolution to sign Owner Assurance for NJHT 2019 grant application.
- e. Approve payment of FY 2019 Part A bills for non-media operating expenses and capital spending.
- f. Approve payment of FY 2019 Part B bills for library materials and media purchases.

---Mrs. Serrano: Seconded.

---Adopted by roll call vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Mr. Coughlin	X			
Ms. Evans	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Dr. Abernathy, President	X			

---Mr. Silbert: Moved to adjourn.

---Mr. Coughlin: Seconded.

---Adopted by voice vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board of trustees adjourned at 7:15 p.m.