

MEETING OF MONDAY, FEBRUARY 25, 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 MONDAY, FEBRUARY 25, 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		
Mr. William Coughlin, Mayor's Designee*	X		
Ms. Amanda R. Blaney	X		
Ms. Jennifer Evans, School Superintendent's Designee*	X		
Ms. Ana Sanchez	X		
Mr. Jack Silbert		X	Excused Absence

**Ex officio* under NJ state law.

**Present via remote connection.

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

—Dr. Abernathy: Proposed excusing the absence of Mr. Silbert; board consent to excuse it 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 meetings of November 2018, December 2018, and January 2019. There being none, the minutes were added to the consent agenda for board acceptance.

4. Public Comments

—Dr. Abernathy: Invited comments from the public.

—Ms. Beth Vrendenberg: Announced that she had accepted a new position and would resign as president of the union chapter of the library; she thanked the trustees and director for her years working at Hoboken and introduced Sacha Chavez as the incoming elected union president. The president and board congratulated her and wished her well in her new position as director of the Leonia Public Library.

—Mr. Sacha Chavez: Looked forward to working with the board in future. The trustees congratulated him on his accession as union representative.

5. Director's Report

—Mrs. Podles: Highlighted several items from the Director's Report: Circulation improved considerably and is back up in January. The year started with two new programs, both very successful with 60 and 80 attendees, respectively. Negotiations are concluding with the Hoboken Housing Authority (HHA) for the new learning center space in HHA's former security center; the agreement for using the space is before the board. She has already hired one library assistant for the new HHA location and is interviewing for the second person to work there. Also, authorization is before the board to hire a Literacy Assistant to work at the HHA location as well as in English as a Second Language (ESL) and related programs. After evaluating numerous applications for the new position of IT Manager, the search committee agreed upon library staffer and technician Philip Mendez, who has been promoted to serve in that position; she introduced Phil Mendez to the board.

—Mr. Mendez: Thanked the trustees and looked forward to his new responsibilities.

—Mrs. Podles: Continued: The library has concluded an agreement with Atriade Consulting for security consulting services and training, including development of policies and

procedures. In conclusion, the library will be reserving some remaining 2018 operating funds for capital improvements.

—Mrs. Podles: Presented the Director's Annual Report for 2018: During 2018, library programs increased by 10% and attendance increased by 22%; there were 56 new programs at the Library Pop-up Branch on Grand Street. Library services and venues continued to expand with the agreement with HHA to institute the Learning Center at the Housing Authority's tower with new staffing, library participation in the projected renovation of uptown Hoboken Community Center (HCC, former YMCA facility), and the acquisition of two adjoining properties to the main building for childrens' services and general use. Technology services expanded with the new library website and very robust Wi-Fi service throughout the facilities. Books by Mail and School Lending programs were implemented with appropriate policies. For the first time, current Hoboken demographic and patron data were used for in-depth exploration using data analytics, which was aimed at understanding the populations served, their comparative library usage, needs and awareness, and the needs of the entire city, by each ward. The ongoing Library Book Fair will continue, with a 2019 fair planned for June 8, 2019, in Church Square Park opposite the main building.

—Dr. Abernathy: Asked about senior programs and their attendance. Turnout totaled 125 persons at the most recent two events, which is good attendance.

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

—Mr. Chapka: Reported for the Buildings and Grounds Committee: Work on the renovation and reconditioning of 256 Fifth Street is expected to be completed shortly; plumbing inspections were passed and electrical inspection will be in early March. Granting of the certificate of occupancy (CO) is expected in mid-March. The bid notice for paint removal and renovation work on the second and third floors will be posted tomorrow, with bids due by 1 p.m. on March 20th; the low bid will be presented at the next trustees' meeting. Work on the Literacy Center at the HHA tower is complete and it is ready for installation of phones, IT services and security cameras; it is almost ready to open to the public. The committee proposed several related items for board approval: As noted previously, the contract with security consultants Atriade Consulting to develop 17 policies and procedures and a training plan; approval of the lease of space from the HHA; and approval of modifying the agreement with Clarke Caton Hintz (CCH) to prepare the New Jersey Historic Trust (NJHT) grant.

—Ms. Murcko: Asked about the development of policies by Atriade; she thought the Personnel and Policy Committee should review them and perhaps bring them before the board. Discussion about the drafting process and the Personnel and Policy Committee seeing the policies before any training.

—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. 316-318 totaling \$60,470.89; 2.) to pay FY 2019 library operating expenses with checks no. 7366-7434 and 7413-7442 totaling \$108,781.09; 3.) to approve a resolution to void checks no. 7223 and 7245; and 4.) in Part B, to pay expenses for library materials with checks no. 7435-7439 totaling \$22,959.87.

—Mrs. Serrano: Also before the board are resolutions 1) transferring \$250,000 of 2018 operating funds to the BCB capital improvements account, and 2) authorizing the Director to execute a 2018 Historic Site Management Agreement with the State of New Jersey up to the maximum award of \$50,000 for proposed HVAC and LEED environmental compliance work, in accord with terms of the library’s 2018 NJHT grant. She asked if there were questions about the bills to be paid or other matters. There were no questions. The Part A bills to be paid and resolutions were added to the consent agenda.

—Mrs. Serrano: Moved the board approve paying the Part B bills for library materials.

—Ms. Blaney: Seconded.

—Adopted by roll call vote as follows: YEAS: 6 NAYS: 0 RECUSED: 1 ABSTAIN: 0

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

—Mrs. Podles: Reported for the Personnel and Policy Committee: Described the job description for hiring a Literacy Specialist for working with patrons of all ages in all departments, including the new HHA Literacy Center; advertisements are prepared for placement. Discussion about the background of a literacy specialist; generally they come from educational backgrounds and work in schools, ESL, and adult literacy.

—Ms. Murcko: Continued the report: The committee is interviewing department heads for the Director’s 360 Evaluation and hopes to wrap up the process soon.

7. President’s Report

—Dr. Abernathy: Many activities are in motion because the library is in “execution mode” for many previous initiatives and programs. He is waiting for the developer of the uptown HCC property (MBS Center; the former Hoboken YMCA) to obtain the promised funding for that joint project of the library, Board of Education, and city. Trustee Ana Sanchez and the Buildings and Grounds Committee are busy with many issues related to zoning and planning, including the HCC project. He and the board are working with stakeholders and constituents for the same project, which is the culmination of many years in development. He expects to be spending time at city hall in the near future, related to these many projects.

—Ms. Murcko: Asked if there was any idea when the feasibility study for the HCC/MBS building would be starting or due for comment; the board approved funding for the library’s share of the study cost. Discussion about the status of the HCC building study; the developer is supposed to fund it, but has not produced the funds yet; the developer may borrow against the development commitment in order to fund the feasibility study.

—Ms. Sanchez: Asked about the presentation to the City Council, based upon the Director’s 2018 Annual Report. It is still in development; the Director and staff are still developing statistics, including analytics of each City Council ward, on how each councilperson’s constituents use the library.

8. Friends of the Library (FOTL) Report

—Dr. Abernathy: There is no report by the Friends this month.

9. Library Foundation Report

—Mrs. Serrano: Reported the foundation is planning a spring event for outreach to families and children; details to come.

10. Old Business

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

11. New Business

—Mrs. Podles: Called the board’s attention to a Board Action Item authorizing the award of a contract for Web calendar integration to the specialist technology firm Overit Multimedia of Albany, New York. The work would involve moving the library’s Web calendaring application from Google Calendar to the LeapCal Web calendar system.

---Dr. Abernathy: Wondered what necessitated the change from Google. Discussion about Google calendar not working; signups were not reliable, a problem especially for children's events, and it did not handle the library's multiple public and internal calendaring schedules. The contractor and LeapCal can migrate and integrate the various calendars with reliable event signups where needed.

---Mr. Cerone: Library counsel pointed out a typographical error in paragraph 3 of page 3 of the contract. The typo was amended without objection and the contract as amended was added to the consent agenda.

---Mrs. Podles: Advised the trustees that she had received an email from CCH concerning the prequalification process required by the NJHT; the NJHT process needs to be adopted by the board after the public comment process for contractors and it is required by NJHT by the end of March. She asked whether this adoption by the board can be done at the regular March board meeting or if a special meeting is needed before then. Discussion about the question; the sense of the board was to wait until the regular board meeting to accommodate wider public comment on the qualification process.

12. Consent Agenda

---Mrs. Serrano: Moved the board approve approve the meeting consent agenda as follows:

- a. Excuse the absence of Mr. Silbert.
- b. Accept minutes of board meetings of November 27, 2018, December 18, 2018 and January 22, 2019.
- c. Approve resolution to sign agreement for Learning Center space at Hoboken Housing Authority.
- d. Accept proposal from Clarke Caton Hintz to assist with NJHT 2019 grant application.
- e. Approve resolution to hire Atriade Consulting to assist in developing security-related policies and procedures.
- f. Approve payment of FY 2019 Part A bills for non-media operating expenses and capital spending.
- g. Approve resolution to void checks.
- h. Approve resolution to reserve \$250,000 of FY 2018 operating funds for capital improvements.
- i. Authorize Director to execute 2018 NJHT Site Agreement for maintenance and improvements using NJHT grant funds.
- j. Approve the Job Description and advertising to hire a Literacy Specialist.
- k. Approve award of contract to Overit Multimedia for LibCal implementation and migration, as amended.

---Ms. Blaney: Seconded.

---Adopted by roll call vote as follows: YEAS: 7 NAYS: 0 RECUSED: 0 ABSTAIN: 0

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

—Mrs. Serrano: Moved to adjourn.

—Dr. Abernathy: Seconded.

—Adopted by voice vote as follows: YEAS: 7 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board of trustees adjourned at 7:40 p.m.