

MEETING OF TUESDAY, MARCH 26, 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, MARCH 26, 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 | 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, Marketing Manager Mark Curiale, Recording Secretary Clark Matthews, Library Counsel Michael

Cerone, Esq., Mr. Michael Hanrahan, AIA, of Clarke Caton Hintz (CCH) and members of the library staff and public.

—Dr. Abernathy: Proposed excusing the absence of Ms. Sanchez; board consent to excuse it was added to the consent agenda.

—Dr. Abernathy: Asked for an adjournment of the Trustees' meeting to conduct the noticed special public hearing to adopt guidelines for vendor prequalification for the library's next-phase renovation projects, in compliance with policies of the New Jersey Department of Community Affairs. Without objection, the meeting adjourned for this special public hearing at 6:33 p.m.

—The regular board meeting resumed at 6:45 p.m.

3. Acceptance of Minutes

—Dr. Abernathy: Asked if the trustees had any corrections or comments regarding the minutes of the board meeting of February 25, 2018. 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: The number of programs has been reduced slightly, with the goal of improving quality. The new Children's Librarian will start on April 8th; the search for the new Literacy Specialist is proceeding. She will be asking the board to approve contracting with Farber & Company to perform the FY 2018 audit. So far, four City Council members have visited the library in response to the board's invitation; she thought the visits all went well. The plans for expanding into and eventually enlarging the adjoining properties on Fifth Street and the data analytics of library patrons and facilities use were of interest to the officials; there were good questions from Councilman Russo and Councilwoman Tiffanie Fisher was very supportive in her constituent e-mail; the mayor also expressed an interest in visiting.

—Ms. Murcko: Added that the library was busy during the visits, so the visitors got a good picture of how popular it is and the types of patrons. Discussion about reaching out to the Historical Preservation Commission, which has already held one event at the library.

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

—Mr. Chapka: Reported for the Buildings and Grounds Committee: Work on 256 Fifth Street is about 95% complete; the fire alarm system is not finished but after installation of components next week, it should be ready for the fire inspection; the plumbing and electrical inspections are complete and passed. Two bids were received for the lead paint remediation project, from LEW Corporation and Apex, respectively; LEW Corp. is low bidder at \$110,000, much less than Apex. Staff is now preparing the transition space for use during lead paint removal work. He is working with CCH to identify what will be needed to bring 258 Fifth Street up to code for library use. He has received the second draft of the security and emergency policy procedures, with a training plan, from security consultants Atriade Consulting.

—Mrs. Podles: Summarized the three board action items recommended for board approval by the Buildings and Grounds Committee: 1. a proposed action item to accept the low bid by LEW Corporation for the lead paint removal project; 2. the draft resolution for approval authorizing the director to enter into an agreement for cooperative pricing connected to contracting with Digital Lightpath for telephone service; 3. a proposed action item to accept the bid from Digital Lightpath for telephone service.

—Ms. Murcko: Asked if the committee checked the references for Digital Lightpath. Yes, they provide service to numerous schools and boards of education who provided references. Discussion about how the cooperative pricing works and is designed to help to avoid having to accept low bids from bad contractors.

—Mrs. Podles: Added that there is also an agreement for FY 2018 audit services from Farber & Company for board approval. It was added to the consent agenda, together with the three items recommended by the Buildings and Grounds Committee.

—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 4 of the board package): 1.) in Part A, to pay from the capital improvement construction account at Bayonne Community Bank (BCB) checks no. 319–320 totaling \$37,559.38; 2.) to pay FY 2019 library operating expenses with checks no. 7446–7515 and 7522–7524 totaling \$160,305.30 and to pay via PayPal \$131.95 to Oculus.com for Makerspace and \$99.00 to Wordpress.com for advertising; 3.) to approve a resolution to void check no. 7331; and 4.) in Part B, to pay expenses for library materials with checks no. 7516–7521 totaling \$29,675.14.

—Mrs. Serrano: 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 resolution were added to the consent agenda.

—Ms. Blaney: Moved the board approve paying the Part B bills for library materials.

—Mrs. Serrano: 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 | |
| Mrs. Serrano | X | | | |
| Mr. Silbert | X | | | |
| Dr. Abernathy, President | X | | | |

—Mrs. Podles: There was no Personnel and Policy Committee report this month.

7. President's Report

—Dr. Abernathy: Recommended that the trustees listen to a recent podcast on libraries as infrastructure: it is episode 346 of "99 Percent Invisible" (99percentinvisible.org) and is an interview with Eric Kleinberg, author of *Palaces for the People*; it is about libraries as public space. He is still working with the city council on several fronts, including the uptown HCC property (MBS Center; the former Hoboken YMCA).

8. Library Foundation Report

—Mrs. Serrano: There is no formal report this month; 2018 Annual Appeal contributions are still occasionally coming in.

9. Friends of the Library (FOTL) Report

—Mrs. Marilyn Freiser, FOTL: The Friends' spring newsletter, which is now titled "Bookish," is at the printer and features information on the library's Programming Director, Heidi Schwab. The concept of Novel Night is being changed: It will be called "A Moveable Feast" and will be a progressive dinner with two nearby hosts. It is planned for November 2nd, a Saturday night, and will be at a lower price to be available to more residents. The FOTL's new ESL classes start this week and continue to be very popular; also the ESL alumni stay in touch.

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

---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 meeting of February 25, 2019.
- c. Authorizing the award of the contract for lead paint remediation to LEW Corporation of Mine Hill, NJ, not to exceed \$110,400.00.
- d. Authorizing the Director to enter into a cooperative pricing agreement for digital telephone service from Altice Corp. Digital Lightpath service.
- e. Approve entering into a plan for telephone service from Digital Lightpath.
- f. Approve payment of FY 2019 Part A bills for non-media operating expenses and capital spending.
- g. Approve resolution to void check.
- h. Approve award of contract to Farber & Company PC for audit services for FY 2018.

---Ms. Evans: 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 | | | |
| Mrs. Serrano | X | | | |
| Mr. Silbert | 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 7:35 p.m.

