

MEETING OF TUESDAY, MAY 28, 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, MAY 28, 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		
Ms. Amanda R. Blaney	X		
Mr. William Coughlin, Mayor's Designee*	X		
Ms. Jennifer Evans, School Superintendent's Designee*	X		
Ms. Ana Sanchez	X		Joined meeting at 6:34 p.m.
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.

3. Executive Session

---Ms. Sanchez: Joined the meeting in progress at 6:34 p.m.

---Dr. Abernathy: Asked for a motion to enter executive session to discuss personnel and legal matters concerning property.

---Ms. Evans: Moved the board enter executive session.

---Ms. Blaney: Seconded.

---Adopted by voice vote as follows: YEAS: 8 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board entered executive session at 6:34 p.m.

The board returned to public session at 8:00 p.m.

---Dr. Abernathy: The executive session discussed personnel matters and legal matters related to library property; no votes or actions were taken.

---Dr. Abernathy: Three proposed resolutions of the Personnel and Policy Committee are before the board: i) approval of proposed Goals and Objectives of the Director for the 2019-20 year; ii) approval of an increase in compensation for the Director to \$133,500 per annum, retroactive to January 1, 2019; and iii) approval of an increase in compensation for the Facilities Director to \$85,000 per annum. He asked if there was any further discussion regarding the resolutions; there being none, they were added to the consent agenda.

4. Acceptance of Minutes

---Dr. Abernathy: Asked if the trustees had any corrections or comments regarding the minutes of the board meeting of April 23, 2019. There being none, approval of the minutes was added to the consent agenda.

5. Public Comments

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

6. Director's Report

---Mrs. Podles: Highlighted several items from the Director's Report: The new Hoboken Housing Authority (HHA) Learning Center officially opened and the new Literacy Specialist has been hired, and starts work on June 3rd. The June 8 Book Fair in Church Square Park is in preparation, and trustees are encouraged to attend the event. The new Reading Garden is opening for the summer starting in June; Monday mornings will be reserved for children only and afternoons will be reserved for teens; teen volunteer training has started. The library's new book delivery bike goes into service this summer delivering materials between the satellite locations.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: Paint removal operations on the second floor have started and are now mostly complete; dust sampling is scheduled for Thursday, May 30; if the work passes the sampling tests, the space can be reoccupied, but it will be kept vacant until after the June 8 Book Fair so that it can be used in case of rain. The Prequalification Regulations for the 3rd Floor Renovation project were posted on May 15th and the deadline for submitting Bidder's Qualifications is June 5th; the anticipated start of the

project will be in August and project planning is being worked out with consultants Clarke Caton Hintz (CCH). Work at 258 Fifth Street is being minimized with the goal of simply bringing the building up to code.

---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.) to pay from the capital improvement construction account at Bayonne Community Bank (BCB) checks no. 324-326 totaling \$125,216.71, which includes two large bills from LEW Corporation for lead paint remediation and testing; 2.) in Part A, to pay FY 2019 library operating expenses with checks no. 7604-7673 and 7680-7693 totaling \$117,732.80 and to pay via Paypal \$3598.80 to Adobe, Inc., \$79.00 to Constant Contact, \$500 to Facebook, and \$83.76 to Namecheap; 3.) to approve a resolution voiding check no. 7475; and 4.) in Part B, to pay expenses for library materials with checks no. 7674-7679 totaling \$26,232.83.

---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 to void check 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: 7 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			
Mr. Silbert	X			
Dr. Abernathy, President	X			

---Ms. Murcko: There is no report from the Personnel and Policy Committee this month.

8. President's Report

---Dr. Abernathy: Waived his formal report in consideration of the late hour, but thanked Ms. Murcko and the Personnel and Policy Committee for their work developing policies and procedures.

9. Library Foundation Report

---Mrs. Serrano: Reported the foundation will be at the upcoming Book Fair with some promotional premiums for interested patrons. Also, the Library Foundation participated in the Hudson Gives event and raised \$661.

10. Friends of the Library (FOTL) Report

---Mrs. Freiser: For the Friends, reported that FOTL was at the rescheduled Hoboken Arts and Music Festival and had much fun and a very successful outreach to the community. Friends' bookmarks are mostly used up, so they are reprinting them jointly with the Library Foundation. The Friends' dinner at Amanda's on June 11th has a good turnout scheduled and will occupy most of the first floor of the restaurant.

11. Old Business

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

12. New Business

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

13. Consent Agenda

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

- a. Approve the Director's Goals and Objectives for 2019-2020.
- b. Approve resolution to increase Director's compensation to \$133,500 retroactive to January 1, 2019.
- c. Approve resolution to increase Facility Director's compensation to \$85,000.
- d. Accept minutes of board meeting of April 23, 2019.
- e. Approve payment of FY 2019 Part A bills for non-media operating expenses and capital spending and void check no. 7475.

---Dr. Abernathy: Seconded.

---Adopted by roll call vote as follows: YEAS: 8 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			
Mr. Silbert	X			
Dr. Abernathy, President	X			

---Ms. Evans: Moved to adjourn.

---Ms. Murcko: Seconded.

---Adopted by voice vote as follows: YEAS: 8 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board of trustees adjourned at 8:18 p.m.