

MEETING OF TUESDAY, SEPTEMBER 24, 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, SEPTEMBER 24, 2019 AT 6:30 P.M.

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

1. Call to Order

President Abernathy called the meeting to order at 6:30 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 23, 2019 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		
Ms. Jennifer Evans, School Superintendent's Designee*	X		
Mr. Stephen Marks, Mayor's Designee*	X		
Mr. Jack Silbert	X		Joined meeting at 6:35 p.m.
Mr. Kurt Thoens	X		Left meeting at 8:19 p.m.

**Ex officio* under NJ state law.

**Present via remote connection.

Also in attendance were: Library Director Lina Podles, Recording Secretary Clark Matthews, Library Counsel Michael Cerone Esq., Mr. John Hatch of Clarke Caton Hintz LLC (CCH), Mr. Jeff Anderson of Atlantic Environmental Solutions, Inc. (AES) and members of the library staff and public.

3. Approval of Minutes

--Dr. Abernathy: Asked if there were any questions or corrections to the amended and corrected minutes of the July 23, 2019 board meeting and the minutes of the August 27, 2019 board meeting. 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. Presentation by Clarke Caton Hintz (CCH) on 3rd Floor Renovation Plans and Capital Funding Update

---Mrs. Podles: Explained how feedback provided by the trustees' advisory board was received and used to finalize plans for the 3rd floor renovation; a request for bids for the work went out today. She introduced Mr. Hatch to update the board on progress of the work on the 3rd floor and on capital planning.

---Mr. Hatch: Thanked the trustees and presented the CCH update on progress of work on the 3rd floor and on future steps in capital planning. He showed the new open design for the 3rd floor childrens'/YA area and offices and for the 2nd floor HVAC installaton; on the first floor the new design mainly adds HVAC duct work. On the 3rd floor, the original tin ceiling has been found to be too damaged to restore; it will be replaced.

---Mr. Thoens: Asked if roof replacement will be needed. No, the roof was replaced 10 years ago; repairs are only needed to the decking. Discussion about options for fixtures and furniture and restoration of the YA area.

---Mr. Hatch: The scope of work has changed due to the added work, including anticipated asbestos abatement. The base estimate was \$4.3 million; with alternatives for millwork for the HVAC, work on the rear stairs, a second-floor administrative suite, etc., the total is now approximately \$5,657,000.

---Ms. Murcko: Asked if geothermal climate control was still being considered. No, but the new HVAC system uses variable refrigeration flow (VRF) and is much more efficient. Discussion of climate control and operation.

---Mr. Hatch: Continued by outlining the schedule: this is a complicated project, and the building will need to be closed during asbestos abatement. CCH is preparing for the bids and is working with the Hoboken Historic Preservation Office and the New Jersey Historic Trust (NJHT); the review office will be the NJHT. The project will receive a \$750,000 grant from NJHT for this phase of work, and will also be receiving multi-phase grant approvals for future projects; this is an important precedent because the library is one of only 5 grant recipients and the NJHT has never approved multi-year granting before. Bids are due on October 24th for review by the Buildings and Grounds Committee and CCH. Construction will take about a year, starting in early November with cleaning and asbestos abatement over the holidays in 2019-2020.

---Dr. Abernathy: Venues for programing have been identified to keep the holiday schedule during closure.

---Mr. Hatch: The HVAC work on the 1st and 2nd floors will take place during summer 2020 with additional closure needed for roof asbestos abatement sometime in 2020. Three contractors qualified to bid for the project under NJHT and NJ Department of Community Affairs (DCA) guidelines, after the prequalification process.

---Mr. Marks: Asked about estimates of fees for construction administration and monitoring. These are included in the CCH fees.

---Mr. Marks: Asked about soft costs. These are to be discussed.

---Mr. Hatch: Continued by reviewing library space and neighborhood studies: The library has 20,000 total sq. ft. of space with 13,000 usable; by ALA guidelines, a community the size of Hoboken should ideally have 48,000 sq. ft. of library space. The studies consider the use of the 256/258 Fifth St. lots for an expansion building with a large meeting room and atrium, handicapped access to all floors, extra stack space, and a children's area on the 3rd floor.

---Mr. Thoens: Asked whether the planned HVAC systems are up to doing climate control for both the library and such a new extension. Yes, the VFR system is designed to be scalable and expandable.

---Ms. Murcko: Asked if the basement level of the 256/258 properties is usable for expansion. They are not.
---Mr. Thoens: Asked how high the new building could be. Just to the cupola level of the library.

---Mr. Hatch: Showed two different concepts for the expansion building with shadow studies for each one; zoning variations would be needed for height, lot coverage and other features. Three additional concepts were presented with views of neighboring buildings and related shadow studies. Next steps would be to show the selected concepts to the neighbors and then to the community at large. Discussion about preferences and relative features of the design concepts and getting maximum usable space. Further discussion about how this is a historic moment of the first library construction in Hoboken since the 1890s.

---Dr. Abernathy: Thought it was important to get a sense of the project early, because this is what the library board, foundation and friends will be raising funds for. It will also help in working with developers to create library space in the uptown part of the city and illustrate how Hoboken is very underserved in library services.

---Mrs. Podles: Thought this was directly responsive to the surveys of patrons and the community generally on community needs. Discussion of comparative costs of the presented concepts.

---Mr. Marks: Asked for a ballpark estimate for the new building design concepts in 2019 dollars. Any one of them would cost about \$10 million.

---Mrs. Podles: Noted that there have been changes to the plans for lead and asbestos remediation, due to the need to retain the library's present furnace. She introduced Mr. Jeff Anderson of Atlantic Environmental Solutions, Inc. (AES), who will consult on the furnace project.

---Mr. Anderson: Advised the board that much of the required work will involve lead paint remediation, which is relatively easy under EPA renovation rules. Concerning asbestos remediation in the boiler system, the asbestos is non-friable, i.e., stable and unlikely to become airborne; the boiler flue is to be repurposed for new components and systems, but it is not certain that the flue contains asbestos. So AES will provide two quotes, to 1) remediate the boiler, or 2) remediate the flue only. Discussion followed about the costs of removing asbestos from the flue if it is found to be present there; such cost could be as much as \$200,000. Further discussion about other options for accommodating new components and systems by drilling new holes and leaving the flue alone.

---Mr. Silbert: Asked if the boiler can just be left in place. Yes, it can be contained and encapsulated in place. Discussion about the proposed board action item (BAI) resolution authorizing the director to contract with AES for abatement-related services at a cost of \$18,400, not to exceed (NTE) \$21,775. The BAI was added to the consent agenda.

---Mr. Anderson left the meeting at 8:05 p.m.

6. Director's Report

---Mrs. Podles: In the interest of time, referred the trustees to her written report and highlighted the funding analysis for projected HVAC costs in 2020 from all sources. Including grants that are to be announced, the funding will amount to about \$714,000; this represents a shortfall of about \$300,000 for the total needed for the 2020 HVAC work. There was discussion about funding, grants, cash flow, etc. related to the funding and stages of work. Questions arose concerning funding and the stages of lead and asbestos remediation and the trustees reached out to Mr. Anderson of AES by phone.

---Mr. Anderson: Rejoined the meeting by phone conference at 8:18 p.m. to discuss the scope of work and the text of the proposed BAI resolution authorizing the director to contract for the work. It was agreed with the board to divide the scope of work into two phases.

---Mr. Thoens: Left the meeting at 8:19 p.m. due to another commitment.

---Mr. Cerone: Read back a revision to the proposed language of the BAI that authorizes the 2-part scope of remediation work by AES. The amended BAI resolution was added to the consent agenda.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: Javier Construction of Clifton, NJ, was low bidder for the renovation contract for the properties at 256 and 258 Fifth Street, with a bid of \$176,800 and two alternatives for additional work if requested. The committee’s proposed BAI authorizes award of the contract for renovation of the properties not to exceed \$176,800 with additional alternate 1 (\$4,400) and alternate 2 (\$6,500) for further work. After discussion, the resolution was added to the consent agenda. Some discussion followed about possible city bonding for HVAC work.

---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. 330 and 331 for \$16,595.13; 2.) in Part A, to pay FY 2019 library operating expenses with checks no. 7941-7995 and 8003-8008 totaling \$453,365.88, which includes a health insurance premium payment of \$403,317.30; 3) to pay via PayPal \$500.00 to Facebook, \$139.95 to Grammarly.com and \$52.26 to Skype Communications; 4.) in Part B, to pay expenses for library materials with checks no. 7996-8002 totaling \$30,216.50; and 5.) to approve a resolution to void check no. 7887.

---Mrs. Serrano: In addition, a resolution is before the board to reserve \$296,535 of excess FY 2019 operating funds and restrict the funds for capital improvements.

---Mrs. Serrano: Asked if there were questions about the bills to be paid, the resolutions, or other matters. There were no questions. The Part A bills to be paid and resolutions were added to the consent agenda.

---Mr. Marks: 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			
Ms. Evans	X			
Mr. Marks	X			
Ms. Murcko			X	
Mrs. Serrano	X			
Mr. Silbert	X			
Dr. Abernathy, President	X			

8. Executive Session

---Dr. Abernathy: Announced a brief executive session was necessary to discuss a personnel matter.

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

---Ms. Blaney: Seconded.

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

The board entered executive session at 8:41 p.m. and resumed open session at 8:46 p.m.

---Dr. Abernathy: Summarized the session: It concerned a personnel issue; no votes or actions were taken.

---Dr. Abernathy: Board approval of unpaid leave for Victoria Turk for September 16 to October 1, 2019 was added to the consent agenda.

9. Library Foundation Report

---Mrs. Serrano: Reported the Library Foundation is drafting the 2019 Annual Appeal letter. She noted that the library will be 130 years old in 2020 and the foundation is planning a fundraiser for October 10, 2020.

10. Friends of the Library (FOTL) Report

---Mrs. Freiser: Reported for the Friends: The Friends' English as a second language (ESL) classes have resumed and continue to be very popular; half the students are new and half are returnees. In addition, FOTL has agreed to sponsor two ESL teachers in training and the Friends' program is being recommended by local schools for teacher training. The Fall Newsletter will publish next week featuring the library's new Literacy Coordinator. The new Novel Night event, "A Movable Feast," is progressing with many sponsors.

11. Old Business and New Business

---Mrs. Podles: Thanked the Mayor for his proclamation acknowledging her 18-1/2 years service at the library, and thanked Mrs. Freiser for her remarks in the Fall BCCLS Community newsletter.

12. Consent Agenda

---Mr. Marks: Moved the board approve the meeting consent agenda as follows:

- a. Accept the amended July 23, 2019 meeting minutes and the minutes of August 27, 2019.
- b. Approve the amended BAI resolution authorizing Atlantic Environmental Services, Inc. to provide remediation services in a 2-step process for \$18,400, NTE \$21,775.
- c. Approve BAI resolution authorizing the director to contract with Javier Construction of Clifton, NJ, for renovations to 256 and 258 Fifth Street for \$176,800 with alternate 1 of \$4,400 and alternate 2 of \$6,500 per Public Bid HPL2019-002.

- d. Approve payment of Part A bills for non-media expenses and capital spending.
- e. Approve resolution to reserve \$296,535 of FY 2019 operating funds for capital spending.
- f. Approve resolution to void check no. 7887.
- g. Approve unpaid leave for Victoria Turk for September 16, 2019 to October 1, 2019.

---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			
Ms. Evans	X			
Mr. Marks	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Dr. Abernathy, President	X			

---Ms. Blaney: Moved to adjourn.

---Mrs. Serrano: Seconded.

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

The board of trustees adjourned at 8:51 p.m.