

MEETING OF TUESDAY, OCTOBER 22, 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, OCTOBER 22, 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		
Mr. Kurt Thoens	X		

**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. and members of the library staff and public.

---Dr. Abernathy: A resolution to excuse the absence of Ms. Murcko due to business travel was added to the meeting consent agenda without objection.

3. Approval of Minutes

--Dr. Abernathy: Asked if there were any questions or corrections to the minutes of the September 24, 2019 board meeting. There being none, the minutes were added to the consent agenda.

4. Public Comments

---Dr. Abernathy: Invited comments from the public.

---Sasha Chavez: Introduced the new vice president of the library union chapter, Carolyn Hartwick.

5. Director's Report

---Mrs. Podles: Highlighted several items from the Director's Report: Circulation was slightly down in the last month; book circulation remains strong and so was program attendance. All Saints' Church asked if their volunteers could assist at the library and they have cleaned out the yard of the property at 258 Fifth Street. She called the board's attention to the letter from the New Jersey Historic Trust (NJHT), confirming NJHT will provide \$750,000 of new grant funding upon the governor's signature; the success of the grant application was due to careful preparation and professionalism in the application process. She has learned that the expected state library budget funding for the year 2020 will be \$5,846,247. Staff Training Day focused on services for the homeless and mentally challenged; in addition, in a new aspect of Training Day this year, supervisor training was done on managing work on the building. Regarding upcoming closings due to renovation work, she has reached out to the Hoboken Housing Authority (HHA) on using the facilities at Fox Hill Gardens. The Friends of the Library (FOTL) have asked her to remind the trustees that 2019 Novel Night fundraiser, "A Moveable Feast" is coming up on November 2nd. The Board Retreat has been scheduled for Saturday, November 9th at the library and will include breakfast; she asked the trustees to send their questions or topic suggestions for the retreat.

---Mr. Thoens: Asked about the "Open Tech" program and its attendance numbers; it is a technology referral program and one-on-one training for patrons with technology questions.

---Mrs. Podles: Added that she had received the draft bond packet and memorandum of understanding (MOU) for city bonding of library capital projects. Also, she announced the resignation of the children's librarian due to relocation.

---Mr. Thoens: Asked if the contemplated bonding is for the new library annex; no, it will be for the present second- and third-floor renovations and HVAC replacement work.

6. President's Report

---Dr. Abernathy: Emphasized the planned work of the board retreat, especially fundraising and integrating that work with fundraising by the Friends and Library Foundation. He spoke to the manager of Hoboken Community Center (HCC, the former uptown YMCA facility) and reconfirmed that an uptown library site will be included in any renovation of the second floor of the HCC building. He added the FOTL "Moveable Feast" night is important and encouraged trustees to attend.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: He has received the building permit for the change of use at 258 Fifth Street, but the Buildings Department required the removal of the bathtub and shower.

---Dr. Abernathy: Asked how much additional the removals would cost. Not much, Javier Construction will quote for the extra work.

---Mr. Chapka: Continued: He met with Javier Construction and gave notice to proceed with the work; expected completion is in 45 days. The Zoning Department approved the 3rd floor renovation; he is meeting with the

Buildings Department this week. Regarding asbestos remediation, the furnace flue was inspected and it does not appear to contain any asbestos at all.

---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. 332 and 333 for \$18,217.43; 2.) in Part A, to pay FY 2019 library operating expenses with checks no. 8014-8071 and 8079-8082 totaling \$134,597.57; 3) to pay via PayPal \$52.21 to Adobe, Inc., \$962.50 to Constant Contact and \$500.00 to Facebook; and 4.) in Part B, to pay expenses for library materials with checks no. 8072-8078 totaling \$42,023.89.

---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 and Part B bills to be paid were added to the consent agenda.

---Dr. Abernathy: Reported for the Personnel and Policy Committee: There are no personnel or policy issues to report. The third annual review planning is coming up and, after three years of working out the process, the review is going smoothly.

9. Library Foundation Report

---Mrs. Serrano: Reported the Library Foundation's 2019 Annual Appeal mailing will drop at the end of October. The Stevens banquet room has been booked for the Library Foundation fundraiser, which will mark the Hoboken Free Public Library's 130th anniversary; the gala dinner will be on October 10, 2020.

10. Friends of the Library (FOTL) Report

---Dr. Abernathy: Encouraged trustees to support the new Novel Night event, "A Movable Feast."

11. Old Business

---Mrs. Podles: Congratulated trustee Jack Silbert for his program on disability; the HHA program attendees also thanked Mr. Silbert for his talk and said it was very inspiring.

12. New Business

---Dr. Abernathy: The Mayor is putting together a committee on the 2020 Census and suggested the library think about ways to participate.

---Mrs. Podles: Added the library is organizing a Job Fair for the Census; she is working on staff training for the event.

13. Consent Agenda

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

- a. Excuse the absence of Susan Murcko.
- b. Accept the minutes of the meeting of September 24, 2019..

- c. Approve payment of Part A bills for non-media expenses and capital spending.
- e. Approve payment of Part B bills for library materials and media expenses and supplies.

---Mr. Marks: 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			
Mrs. Serrano	X			
Mr. Silbert	X			
Mr. Thoens	X			
Dr. Abernathy, President	X			

---Mr. Marks: Moved to adjourn.

---Ms. Blaney: Seconded.

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

The board of trustees adjourned at 7:02 p.m.