

MEETING OF TUESDAY, JUNE 23, 2020

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HOBOKEN FREE PUBLIC LIBRARY, HELD IN A ZOOM ONLINE VIDEO CONFERENCE IN HOBOKEN, NEW JERSEY ON TUESDAY, JUNE 23, 2020 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 Hudson Reporter, was posted at the Library website and at Hoboken City Hall, and filed with the Hoboken City Clerk. The meeting notice was amended at the outset of the Coronavirus-19 (Covid-19) emergency to provide the telephone conference number and access code in advance of the scheduled meeting.

2. Roll Call

Roll call was taken:

Attendance	Present	Absent	Notes
Dr. Jerome Abernathy, President**	X		
Mrs. JoAnn Serrano, Treasurer**	X		Joined meeting at 6:36 p.m.
Ms. Susan Murcko, Secretary**	X		
Ms. Amanda R. Blaney**	X		
Ms. Jennifer Evans, School Superintendent's Designee***	X		
Mr. Jason Freeman, Mayor's Designee***	X		
Ms. Raakhee Mirchandani**	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, Facilities Director Michael Chapka, Recording Secretary Clark Matthews, Library Counsel Michael Cerone, Esq. and members of the library staff.

3. Approval of Minutes

--Dr. Abernathy: Asked if there were any questions or corrections to the minutes of the April 28, 2020 and May 26 board meetings. There being none, the minutes were added to the consent agenda.

4. Director's Report

---Mrs. Podles: Highlighted several items from the Director's Report: While programs and lending have been strong, there was a decline in database use in the last month, much of it involving access to financial and investing data; she speculated that many patrons don't want to know that information these days. The library is now

physically open; the first week saw a continuous cleaning and disinfecting schedule and the book drop was opened to receive materials from patrons. Patrons can request materials online and are called with pickup times to collect them at tables attended by staff in the library's side alley; the new self-service kiosk is being readied for installation and the hope is for unattended patron materials pickups to be available within a few weeks. The kiosk system looks promising and the director reached out to the Multi-Service Center on Grand Street about installing another kiosk there. Many residents rely on the library's wireless service and staff is exploring ways to extend its range to cover part of Church Square Park; there were also requests from the Hoboken Housing Authority (HHA) to boost the signal at the Learning Center there.

---Mrs. Serrano: Joined the meeting in progress at 6:36 p.m.

---Mrs. Podles: Continued the report: In addition to the tables at the library, "curbside" pickup will start next week. The library's statutory funding check for the past two months, through June, has been received from the city Finance Department and the application for the New Jersey Libraries Capital Grant was submitted on time.

---Dr. Abernathy: Asked if the HHA doesn't have Wi-Fi for residents. It does, but the community rooms in the buildings are all closed due to the Covid pandemic.

---Mr. Silbert: Expressed his appreciation for the library staff, who he noted are going far above and beyond their regular roles; he wanted them to know their extra effort is deeply appreciated.

---Mrs. Podles: Noted that she just discovered there were already over 400 reserves when the library reopened.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: As the library reopening started, he noted there are a lot of "moving parts" involved in getting things up and running again. Rooms have been set up for social distancing; tables and chairs have been removed and spaces reconfigured. Plexiglas shields have been added to the circulation desk and the reference desk, and more shields are on order. Partitions are being added on the second floor. The number of public computers has been reduced to three and they are appropriately separated. The Young Adult (YA) department was moved back to the third floor to distance it from the children's area, and the third-floor shelving that was removed previously was re-installed and YA books re-shelved there. The small programming room – formerly the Board of Trustees' meeting room – is now the quarantine room to isolate and sterilize books and materials with the new Zapp bag disinfection system. Cleaning and disinfecting is performed throughout the day with additional cleaning after daily closure.

---Mrs. Serrano: Reported for the Budget and Finance Committee: There is no formal committee report this month. She described the financial matters before the board for approval: 1.) in Part A, to pay from the capital improvement construction account at Bayonne Community Bank (BCB) check no. 344 for \$1,435.00; 2.) to pay library operating expenses with checks no. 8584-8634 totaling \$277,705.21 and to pay via PayPal \$500.00 to Facebook, \$38.88 to Namecheap and \$319.66 to Zoom Video Communications; and 3.) in Part B, to pay expenses for library materials with checks no. 8635-8638 totaling \$32,773.43.

---Mrs. Serrano: Noted that the operating expenses include a check to the City of Hoboken for \$215,779.66 for health insurance. She asked if there were any questions about the bills to be paid. There being none, they were added to the meeting consent agenda.

---Mrs. Serrano: Moved the board approve payment of Part B bills for library materials.

--- Mr. Freeman: Seconded.

---Adopted by roll call vote as follows: YEAS: 8 NAYS: 0 RECUSED: 1 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Evans	X			
Mr. Freeman	X			
Ms. Mirchandani	X			
Ms. Murcko			X	
Mrs. Serrano	X			
Mr. Silbert	X			
Mr. Thoens	X			
Dr. Abernathy, President	X			

6. President's Report

---Dr. Abernathy: There is no report this month, but there will be an executive session with library counsel.

7. Library Foundation Report

---Mrs. Serrano: Reported for the Library Foundation: The Foundation sent out letters to supporters and received only one response, a \$5,000 check from BCB bank; it was decided to return the donation since library and foundation operations are curtailed. The bank will be solicited again when library and foundation activities start to normalize.

8. Friends of the Library (FOTL) Report

---Dr. Abernathy: In the absence of an officer of the Friends, there was no report.

9. Public Comments

---Mr. Sacha Chavez, staff union representative: On behalf of the staff, he wanted to convey their appreciation for the consideration shown to the staff by the board and for the safeguards that were created, purchased and installed for everyone's protection during this emergency; they are all much appreciated.

10. Old Business and New Business

---Dr. Abernathy: There was no old or new business.

11. Executive Session

---Dr. Abernathy: An executive session was needed to discuss a matter with counsel under attorney-client privilege.

---Mrs. Serrano: Moved to enter executive session.

---Mr. Silbert: Seconded.

---Adopted by roll call vote as follows: YEAS: 9 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Evans	X			
Mr. Freeman	X			
Ms. Mirchandani	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Mr. Thoens	X			
Dr. Abernathy, President	X			

The board entered executive session at 7:04 p.m. and returned to public session at 7:17 p.m.

---Dr. Abernathy: Summarized the executive session: it concerned matters covered under attorney-client privilege; no actions or votes were taken.

12. Consent Agenda

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

- a. Accept minutes of the board meetings of April 28, 2020 and May 26, 2020.
- b. Approve payment of FY 2020 Part A bills for non-media operating expenses and capital spending.

---Ms. Mirchandani: Seconded.

---Adopted by roll call vote as follows: YEAS: 9 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Evans	X			
Mr. Freeman	X			
Ms. Mirchandani	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Mr. Thoens	X			
Dr. Abernathy, President	X			

13. Trustee Comments

---Mr. Freeman: Noted that the city is still offering free Covid-19 testing and the offer is available for all library staff.

--Dr. Abernathy: Asked if Covid-19 antibody testing is still available. There is a pause in antibody testing at the moment but it will restart.

---Mrs. Serrano: Moved to adjourn.

---Ms. Mirchandani: Seconded.

---Adopted by without objection by voice vote as follows: YEAS: 9 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board of trustees adjourned at 7:22 p.m.