

## **MEETING OF TUESDAY, AUGUST 24, 2021**

### **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, AUGUST 24, 2021 AT 6:30 P.M.**

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

#### **1. Call to Order**

Board 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 27, 2021 meeting of the Library Board, and 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 as amended at the outset of the Coronavirus-19 (COVID-19) emergency provides the internet and 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		
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 Jennie Pu, Recording Secretary Clark Matthews, Library Counsel Michael Cerone, Esq. and members of the library staff and public.

#### **3. Acceptance of Minutes**

---Dr. Abernathy: Asked if trustees had any comments or corrections to the minutes of the June 22, 2021 and July 27, 2021 meetings. There being none, acceptance of the minutes was added to the consent agenda.

#### **4. Public Comments**

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

---Dr. Abernathy: Welcomed Ms. Pu for her first report as Library Director.

#### **5. Director's Report**

---Ms. Pu: Highlighted several items from the Director's Report: Circulation dipped due to the July building closure but she expects it to recover as the library reopens. More asbestos was located as the remediation work was concluding and another library closure is likely in order to deal with it. A memo was issued to staff about documentation of Covid vaccination and testing; more than half the staff is already vaccinated; non-vaccinated staff need to produce weekly proof of a negative test from a city test center. An updated staff roster is being created as the basis for a staff organizational chart. She participated in two informal "meet-and-greets" with the staff in the library garden on August 11<sup>th</sup>, which she felt were very welcoming. This year's Summer Reading Program is going very well with much-increased participation compared with last summer; so are camp, Rock Club and Teen events in Church Square Park. The former "Toybrary" space in the basement of Annex I has been converted to a young adult space and the YA collection has been moved there; there are now two YA spaces: Annex I and the Grand Street Branch. The Learning Center at Hoboken Housing Authority (HHA) has been relocated to HHA space at 311 Harrison Street while the air conditioning is repaired. She took part in BCCLS's orientation program and, as the incoming board president of LibrarylinkNJ (LLNJ), she presided over the LLNJ board meeting, which will be working jointly with the New Jersey Library Association (NJLA) and State Librarian on state library issues. The library's marketing and press team has been active with press releases to local media about the temporary closing and her appointment, and she was invited to participate in Councilman Cohen's Zoom meeting as well as at the Hoboken Historical Museum with Mr. Silbert.

---Mr. Freeman: Welcomed Ms. Pu and thanked Ms. VanIngen for her work during the transition.

#### **6. Committee Reports, Including Finance Committee and Payment of Bills**

---Mr. Chapka: Reported for the Buildings and Grounds Committee: As anticipated the general contractor (GC) completed the asbestos remediation work a week early, so building staff had more time to clean, disinfect and move materials back. The building opened on time on August 9<sup>th</sup>. However, more asbestos was found in two places: on a pipe on the second floor, and on the old boiler. The pipe asbestos was apparently identified, wrapped and boxed up for containment in 1999; the boiler is still being evaluated before plans can be made to complete its removal, but a closure will be required at that time. Current estimates for the closure time range from a week to several weeks; he expected time frames for building closure to be complete by next week. There is also a need for a change order for renovations to the second-floor bathroom, which is considerably more deteriorated than expected. Board Action Items (BAIs) are before the board for additional costs related to both issues.

---Mr. Freeman: Asked how long the building closure for asbestos remediation might be. There are two companies involved with different estimates; Atlantic Environmental estimates one week, subcontractor AbateTech estimates up to three weeks.

---Dr. Abernathy: Asked when there will be clarity on the length of closure. Sometime next week, if not sooner.

---Dr. Abernathy: Asked what are the additional costs. The BAI is for the estimated cost of additional services and monitoring ranging from \$21,614-\$23,995; also, there will be an additional change order for the abatement.

---Dr. Abernathy: Regarding the second change order for the second-floor bathroom, is the deterioration serious? Discussion about pictures circulated with Buildings and Grounds report; the BAI for the additional work is for \$45,942. Discussion about whether library capital reserves are sufficient to cover the change orders; they are. Authorization of both BAIs was added to the consent agenda.

---Mrs. Serrano: Reported for the Budget and Finance Committee: There is no 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) checks no. 351-353 for \$148,999.29; 2.) in Part A, to pay library operating expenses with checks no. 9468-9515 totaling \$623,770.64 and to pay via PayPal \$1,638.00 to Constant Contact; 3) in Part B, to pay expenses for library materials with checks no. 9516-9521 totaling \$14,739.58. Also before the board is a resolution to void check no. 9258 for \$20.00.

---Mrs. Serrano: Noted that several payments for insurance, health insurance and pensions are all included in this month's bills, which resulted in the large Part A total; she asked if there were any questions. There being none, approval of the Part A bills and the resolution to void the check were added to the consent agenda.

---Mr. Freeman: Moved the board approve paying the Part B bills for library materials.

---Ms. Mirchandani: 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	X			

---Ms. Murcko: Reported for the Personnel and Policy Committee: The committee met with the director and discussed Covid vaccine requirements, which were implemented. Next month the committee will review forward progress and priorities, but developments like the Covid delta variant may impact planning for projects like the Strategic Plan and surveys may need to be revised or reconsidered.

---Ms. Mirchandani: Suggested reaching out with Mr. Freeman to the city for ideas and resources to conduct surveys for planning. Discussion about the city's surveys, which are mostly online, versus other methods like Focus groups and how to reach community constituencies like the elderly or HHA with limited internet access or WiFi penetration.

## **7. President's Report**

---Dr. Abernathy: Thanked Ms. VanIngen for her service and assistance in the transition to the new director. He and the director met with the city about ways to share services. He is also examining the new stimulus funds that are becoming available and evaluating ways that the library could obtain such funding. Because it is late summer, the demand is slow for library initiatives like Computers4People and HHA services.

## **8. Library Foundation Report and Friends of the Library (FOTL)**

---Mrs. Serrano: Reported for the Library Foundation: The first informal joint meeting of the Friends and Foundation boards will be tomorrow night.

---Ms. Blaney: The foundation will also be working on recognition for Gloria Martorana, the long-serving and much-admired children's librarian who passed away recently. The first official joint board meeting of the Friends and Foundation will probably not be until January 2022.

## **9. Old Business**

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

## **10. New Business**

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

## **11. Consent Agenda**

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

- a. Accept the minutes of the June 22, 2021 and July 27, 2021 board meetings.
- b. Approve BAI authorizing Atlantic Environmental to conduct proposed additional remediation services and monitoring, not to exceed \$23,995.00.
- c. Approve BAI authorizing Change Order No. 1 for work on second-floor bathroom, not to exceed \$45,942.00.
- d. Approve payment of Part A bills, including BCB bills for capital improvements.
- e. Approve resolution to void check.

---Mrs. Serrano: 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	X			

---Mrs. Serrano: Moved to adjourn.

---Ms. Mirchandani: Seconded.

The meeting adjourned at 7:05 p.m.