

MEETING OF TUESDAY, NOVEMBER 16, 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, NOVEMBER 16, 2021 AT 6:30 P.M.

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

1. Call to Order

Board President Abernathy called the meeting to order at 6:33 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	Traveling.
Ms. Amanda R. Blaney**		X	
Ms. Jennifer Evans, School Superintendent's Designee****	X		
Mr. Jason Freeman, Mayor's Designee****		X	Schedule conflict.
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 and members of the library staff and public.

---Dr. Abernathy: Proposed excusing the absence of Ms. Murcko and Mr. Freeman; added to the consent agenda.

3. Acceptance of Minutes

---Dr. Abernathy: Asked if trustees had any comments or corrections to the minutes of the October 26, 2021 meeting. There being none, acceptance of the minutes was added to the consent agenda.

4. Public Comments

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

---Mr. Sacha Chavez: He felt that the 2021 Staff Development Day was the best such training day he has attended in the last 20 years.

5. Director's Report

---Ms. Pu: Highlighted several items from the Director's Report: The marketing/communications team is continuing to refine the new format of her written report. The library has signed the Urban Libraries Council Statement on Race and Social Equity, joining with 211 North American libraries. Retired Admiral William McRaven presented our Children's Story Time and his appearance will be featured on CBS Mornings' live author interview for November 17. Rosary Van Ingen has been promoted to Assistant Library Director as part of a reorganization; she arranged this year's Staff Development Day, which went well and included an expert from Rutgers. The director joined with the director of the Hasbrouck Heights library in an Asia/Pacific professional development meetup for LibraryLinkNJ. IT Services added Press Reader by patron request, so the library now has access to thousands of journals in numerous languages. Senior Day at the Grand Street Center drew over 100 seniors, with a Frank Sinatra theme and visit by councilwoman Emily Jabbour; other programs continue to go well, either in Church Square Park or indoors with waitlists, depending on the weather; the Teen Department's Candy Carnival went well. For the first time, two staffers attended a national conference, the National Young Adult Services Symposium in Reno, Nevada. The former Adult Lending Department has been renamed "Access Services" to encompass the full array of lending and access programs. Lastly, the new Historic Preservation sign required by the New Jersey Historic Trust (NJHT) grant was received and now graces the building scaffolding.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: The additional asbestos abatement work is expected to be completed on Friday; the contractors are entirely removing the old boiler, not just its contaminated parts, so the former boiler room will be vacant when they are done. All HVAC parts are now present in the building and the vents are being run down to lower floors. The replacement tin ceilings are almost ready; they are being fabricated and will have to come from Missouri; installation is ongoing.

---Dr. Abernathy: Asked if the replacement ceilings are fiberglass or tin. They are pressed tin exactly like the originals from 1896.

---Mr. Chapka: Continued: Before the board is a BAI to approve a change order from contractors Merrill & Garaguso for \$36,238.43 to restore and relocate the rediscovered original pocket doors to the YA Department.

---Dr. Abernathy: Asked if there was a credit for the double door that was budgeted in the renovation work. The change order includes a credit for \$16,300 for that door, but a standard 36-inch egress door must be installed to comply with code. Discussion about the NJHT grant funding and future grant application.

---Mrs. Serrano: Asked what work the pocket doors need. Discussion about restoration and the broken glass in one door.

---Mr. Chapka: Continued: Framing for the third floor bathroom will start on once the HVAC shaft is closed up. The proposed BAI to restore and reinstall the pocket doors 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) check no. 358 totaling \$18,476.22; 2.) in Part A, to pay library operating expenses with checks no. 9662-9692 totaling \$28,459.10 and to pay via PayPal \$83.40 to Doodle AG, \$1050.00 to Shutterstock, and \$232.52 to Tech Soup Global; 3) in Part B, to pay expenses for library materials with checks no. 9693-9699 totaling \$14,766.97.

---Mrs. Serrano: Also before the board are two resolutions: i) a resolution to void checks no. 9624 and 9641, and ii) a resolution to reserve any remaining unspent FY 2021 operating funds identified by the 2021 library audit for the completion of Capital Improvement Projects. She asked if there were any questions about the bills or resolutions. There being none, approval of the Part A and B bills and the two resolutions were added to the consent agenda.

---Mr. Silbert: Reported for the Personnel and Policy Committee: The committee met and is recommending that the fine-free policy for local materials become permanent.

---Ms. Pu: Explained the proposed fine-free policy for Hoboken materials and presented statistics showing such policies encourage overdue materials to be returned and encourage patrons to keep using the library.

---Mr. Silbert: Continued the report: The committee drafted a list of 2022 library closing dates for adoption by the board; he asked if there were any questions or concerns about the dates. Also, the committee is evaluating consultants to help develop the next Strategic Plan; the hope is to have recommendations next month. After discussion the proposed fine-free policy and 2022 closing dates were added to the consent agenda.

7. President's Report

---Dr. Abernathy: Meetings continue with consultants on fundraising; the "Every Library" PAC already consulted with the library and advocated a public-private model called "Braided Fundraising," which is being considered; the PAC gave the board some "homework" to do on identifying sources of funding in the community and who are the interests involved, and who will execute the project at the library. Also, a meeting is planned for a Hoboken broadband/public wifi project that concerns the library; the new federal infrastructure bill has funds for such projects and a meeting at Stevens will also involve the university, the Hoboken Housing Authority (HHA) and Dr. Johnson of the Board of Education.

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

---Mrs. Serrano: Reported for the Library Foundation: The Library Foundation sent out 294 fundraising emails and will be mailing postal appeals for the 2021 Annual Appeal.

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. He proposed excusing the absences of Ms. Blaney and Ms. Mirchandani, which was added to the consent agenda.

11. Consent Agenda

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

- a. Excuse the absences of Ms. Murcko, Mr. Freeman, Ms. Blaney and Ms. Mirchandani.
- b. Accept the minutes of the October 26, 2021 board meeting.
- c. Approve BAI authorizing the change order for restoration and reinstallation of pocket doors, not to exceed (NTE) \$36,238.43.
- d. Approve payment of Part A bills, BCB bills for capital improvements, and Part B bills for library materials.
- e. Approve resolution to void checks.
- f. Approve resolution to reserve FY2021 surplus operating funds after audit for capital improvements.
- g. Adopt proposed fine-free policy for local library materials.
- h. Adopt 2022 library closure schedule.

---Mr. Silbert: Seconded.

---Adopted by roll call vote as follows: YEAS: 5 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Evans	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Mr. Thoens	X			
Dr. Abernathy	X			

12. Trustee Comments

---Dr. Abernathy: Asked if there were any trustee comments. There were none.

---Mrs. Serrano: Moved to adjourn.

---Ms. Evans: Seconded.

---Adopted by roll call vote as follows: YEAS: 5 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The meeting adjourned at 7:13 p.m.