

MEETING OF TUESDAY, MAY 24, 2022

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HOBOKEN FREE PUBLIC LIBRARY,
HELD IN THE LARGE PROGRAM ROOM OF THE PUBLIC LIBRARY AT 500 PARK AVENUE IN HOBOKEN,
NEW JERSEY ON TUESDAY, MAY 24, 2022 AT 6:30 P.M.**

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

1. Call to Order

Board President Abernathy called the meeting to order at 6:34 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 amended on December 21, 2021, 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, Library Counsel Michael Cerone, Esq., Recording Secretary Clark Matthews 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 April 26, 2022 meeting. 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.

5. Director's Report

---Ms. Pu: Highlighted several items from the Director's Report: The new uptown lockers for materials are being installed at the Hoboken Historical Museum (HHM). The library auditors are wrapping up the FY2021 audit, which is looking good at this point. The strategic planning process has started; she met with the staff team and the steering committee kickoff meeting is scheduled for June 9th. The new Community Engagement librarian is on board and already very busy; a joint podcast is being produced with the city on Hoboken's adaptation to climate change. Marketing has introduced a new premium: a library logo bag for the Summer Reading program. The Circulation Director is working on an online reservation system for museum passes from the Friends of the Library's (FOTL). The search for a patron services social worker continues and meantime an intern is helping to fill that gap. Teen Zone continues to be very popular and it is meeting in the ground floor of Annex 1. Access Services statistics show circulation continues to increase as patrons are returning. Lastly, library notary services have been restored.

---Mr. Freeman: Noted that the city is planning to hire social workers, too, so they could work with the library;

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: The new HVAC system was supposed to start last week, but some of the manufacturer's installation requirements were not met; contractors are working on the weekends to resolve these issues so the system can be started up; meanwhile temporary cooling is ready if needed. Work on the deteriorated cupola beam and wall has not started yet. The plaster and woodwork is complete and it should go faster once the HVAC system is up and running. Water intrusion in the MakerSpace room is being studied; it may be possible to avoid replacing the windows.

---Ms. Murcko: Asked about the windows with the water problems; are they original? No, there were several windows installed over the last 130 years.

---Ms. Murcko: Asked if the long-term plan was to fix the windows and then replace them with authentic ones later. Actually all the windows are not 100%; eventually a plan to replace all windows should be developed.

---Mrs. Serrano: Asked if there was any idea how much the window replacement would cost, for the room in question.

---Ms. Pu: Marvin Windows said the wait could be from 8-10 months; library architects Clarke Caton Hintz (CCH) thought the windows were still in decent shape, though.

---Mrs. Serrano: Reported for the Budget and Finance Committee: 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. 371-373 totaling \$437,128.74; 2.) in Part A, to pay library operating expenses with checks no. 10038-10097 totaling \$70,114.41 and to pay via Paypal \$87.96 to Namecheap, Inc., \$1,347.85 to Right Networks and \$200.00 to Yangsook Choi; and 3) in Part B, to pay expenses for library materials with checks no. 10032-10037 totaling \$18,441.81. Also before the board is a resolution to void check

no. 9983 and a resolution to reserve \$96,737.00 of FY2022 operating funds for library capital projects and to move those funds to the BCB Construction Account. She asked if there were any questions about the bills to be paid or the resolutions. There being none, the payment of Part A bills and resolutions were added to the meeting consent agenda.

---Ms. Blaney: Moved the board approve payment of the Part B bills for library materials.

---Mrs. Serrano: Seconded.

---Adopted by roll call vote as follows: YEAS: 7 NAYS: 0 RECUSED: 1 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Evans	X			
Mr. Freeman	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 others about the strategic plan; the strategic planning consultant, M.J. Gómez Associates LLC of Santa Cruz, California, recommended a small committee for this process and requiring everyone to attend every committee meeting. The committee will be composed of stakeholders including the Board President, the Director, Mr. Freeman representing the city, and a representative of the school system. Representatives are also being sought from the library staff, the business community, non-profits, and the Friends of the Library (FOTL)/Library Foundation.

---Ms. Murcko: After the strategic planning committee is constituted, Personnel and Policy will step back from the strategic planning process.

---Dr. Abernathy: Thanked the Personnel and Policy Committee for doing all the work to get the strategic planning committee constituted and running.

7. President’s Report

---Dr. Abernathy: Reported that he expects to attend the Atlantic City conference of the NJLA along with the Director in early June; he also attended interesting preparatory sessions for the conference.

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

---Ms. Blaney: Reported for the Library Foundation: The merger of the Friends and the Foundation continues to move but slowly; the new bylaws have been passed and it is in the final stages. Because the organizations are still separate, they both signed up for Hudson Gives for fundraising; the results are not known yet.

9. Old Business and New Business

---Dr. Abernathy: Called for any remaining Old Business or New Business. There was none.

10. Consent Agenda

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

- a. Accept the minutes of the April 26, 2022 board meeting.
- b. Approve payment of Part A bills.
- c. Approve resolution to void check.
- d. Approve resolution to transfer \$96,737.00 of FY2022 operating funds and reserve for capital improvements.

---Ms. Murcko: Seconded.

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

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Evans	X			
Mr. Freeman	X			
Ms. Murcko	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.

---Mr. Freeman: Moved to adjourn.

---Ms. Blaney: Seconded.

---Adopted by voice vote as follows: YEAS: 8 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The meeting adjourned at 7:11 p.m.