

## MEETING OF TUESDAY, JUNE 28, 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, JUNE 28, 2022 AT 6:30 P.M.**

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

### 1. Call to Order

Board President Abernathy called the meeting to order at 6:34 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		Joined meeting at 6:46 p.m.
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 May 24, 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: With the Board President, she attended the New Jersey Library Association (NJLA) meeting in Atlantic City, where they both joined a panel on Library Boards; they also attended the Taste of Hoboken festival to support the Hoboken Homeless Shelter. The strategic planning process has started with the first meeting with Martin Gómez; she will be meeting with trustees over the summer preparing for the next strategic planning meeting at the end of summer. Summer Reading has started with well over 200 signups, many adults. Business Manager Carolyn Hartwick attended the New Jersey Preservation Conference representing the library, which has benefited from from the state's preservation programs. In community engagement, the library was represented at the Memorial Day parade. The FY2021 library audit is complete with no notes, and a single correction of fact. Planning for the Library Festival on October 15<sup>th</sup> in Church Square Park is continuing; there are also outreach events at parks all over town using the library book bike. There was a resignation in the past month, and the library is expanding outreach for internships to library schools, etc. IT has upgraded all library computers and WiFi hot spots. Staff reviews were completed. The Learning Center at Hoboken Housing Authority (HHA) is getting busier all the time; a new trainee social worker is there now. There have been a great many school visits to both the primary and secondary schools. A new staffer has joined who possesses a background in retail; Children's Services librarian Adam Cricco is still participating virtually from Florida, where he has relocated.

---Dr. Abernathy: Asked about the school visits. Vanessa of Youth Services is working on engagement with the schools.

---Ms. Murcko: Asked why the WiFi hot spots switched from Verizon to T-Mobile service. The network change was through the provider, not the IT department; there is better coverage with T-Mobile, however.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: The new HVAC system is now running on the second and third floors. Work is proceeding on the deteriorated cupola; the replacement beam is in place and the wall is being shored up. Mechanical and electrical work is proceeding. Wood finishing is proceeding and it looks very good. Painting is proceeding and it looks very good; there will be multiple coats of translucent finish. Wall plastering work is almost done. He is still anticipating an August 31<sup>st</sup> completion date for the renovations, with the punchlist to follow.

---Dr. Abernathy: Asked about the status of the leaky windows in the MakerSpace room.

---Mr. Chapka: The General Contractor and roofer both studied the window sills and think they have a solution for the present; longer-term, replacement or restoration of the windows makes sense.

---Ms. Murcko: Asked if there is an issue with wind direction causing water to build up on the windowsills. There may be.

---Mr. Freeman: Joined the meeting via Zoom at 6:46 p.m.

---Mrs. Serrano: Reported for the Budget and Finance Committee: She described the financial matters before the board for approval: 1.) to pay from the Capital Improvement Construction Account at Bayonne Community Bank (BCB) checks no. 374-376 totaling \$261,326.01; 2.) in Part A, to pay library operating expenses with checks no. 10106-10163 totaling \$232,962.11 and to pay via Paypal \$1,000.00 to Meta; and 3) in Part B, to pay expenses for library materials with checks no. 10099-10105 totaling \$16,267.28.

---Mrs. Serrano: Also before the board for acceptance is the completed FY2021 library financial audit report prepared by Wielkotsz & Company LLC. She asked if there were any questions about the bills to be paid or the FY2021 financial audit report. There being none, the payment of Part A bills and acceptance of the FY2021 library audit were added to the meeting consent agenda.

---Ms. Evans: 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 library staff have elected a Shop Steward in advance of union negotiations. The Director has been qualified to serve by the NJ Civil Service Commission (NJSCC), her civil service status to become final at the end of August. The committee has started work drafting a work from home/remote work policy. She requested an executive session to discuss a personnel matter.

---Ms. Murcko: Moved the board enter executive session.

---Mrs. Serrano: Seconded.

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

The board of trustees entered executive session at 6:53 p.m. and returned to public session at 8:08 p.m.

---Ms. Blaney and Mr. Freeman left the meeting during the executive session.

---Dr. Abernathy: Summarized the executive session: it concerned personnel matters; no board actions or votes were taken.

## 7. President's Report

---Dr. Abernathy: Reported that he attended the Atlantic City conference of the NJLA along with the Director in early June; he also the first session on preparing for drafting of the Strategic Plan.

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

---Mrs. Serrano: Reported for the Library Foundation: The merger of the Friends and the Foundation continues to move forward; the merger process is nearing the end.

### 9. Old Business and New Business

---Dr. Abernathy: Called for any remaining Old Business or New Business.

---Mr. Silbert: For New Business, described a recent visit to the library in Bethel, CT, which had a couple of points of interest: first, the library has a donor wall with plaques acknowledging donations; second, the library has a historical collection dedicated to a local historical figure, P.T. Barnum, with a display on the first floor. He wondered whether the library should consider these initiatives, including a standing exhibit of Frank Sinatra memorabilia from the collections. Discussion of both ideas.

---Mr. Silbert: Continued about fundraising; he thought that the book sales by the Friends of the Library were wonderful events and excellent fundraisers; he wondered if it would be possible to hold similar sales along with the Friends' sale shelves in the basement. Discussion about possibly organizing such sales and standing historical exhibits in the second floor reading room, by the fireplace. Further discussion about working with the Hoboken Historical Museum on such an exhibit.

### 10. Consent Agenda

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

- a. Accept the minutes of the May 24, 2022 board meeting.
- b. Approve payment of BCB Capital Improvement bills and Part A bills.
- c. Accept FY2021 Audit Report of library prepared by Wielkotz & Company LLC.

---Mrs. Serrano: Seconded.

---Adopted by roll call vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Evans	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.

---Ms. Freeman: Moved to adjourn.

---Mrs. Serrano: Seconded.

---Adopted by voice vote as follows: YEAS: 6 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The meeting adjourned at 8:20 p.m.