

MEETING OF TUESDAY, JULY 26, 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, JULY 26, 2022 AT 6:30 P.M.

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

1. Call to Order

Board 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 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	Excused absence.
Mr. Jason Freeman, Mayor's Designee*	X		Joined at 6:35 p.m.
Ms. Raakhee Mirchandani**	X		Joined at 6:32 p.m.
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.

---Dr. Abernathy: Ms. Evans informed him that she was unable to attend the meeting. A resolution excusing her absence was added to the meeting consent agenda.

3. Acceptance of Minutes

---Dr. Abernathy: Asked if the trustees had any corrections or comments regarding the minutes of the board meeting of June 28, 2022. There being none, approval of the minutes was added to the consent agenda.

4. Public Comments

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

5. Director's Report

---Ms. Pu: Highlighted several items from the Director's Report: New Jersey State Librarian Jennifer Nelson visited the library and spent half a day here looking at the ongoing modernization work as well as the library's BookBike. The Director, Assistant Director Rosary VanIngen and HR Manager Faith Fitzsimmons all completed NJ Civil Service Commission training in Trenton. The Felt Hat design firm presented their concepts for signage and wayfinding graphics; these will be available for the trustees on a shared drive. Strategic Planning stakeholders interviews are continuing and consultant Martin Gómez will be at the library next week for meetings. Community Services are very active and both Youth Services and Access Services are using the BookBike. IT has moved the library accounting and bookkeeping files off a library server and to the cloud. Digital Services Manager Aimee Harris has been appointed co-chair of the BCCLS eContent Task Force. In Community Engagement, English as a Second Language (ESL) have resumed and are offered twice a week; a temporary social services worker was hired and there is a good pool of applicants for the full-time social worker job; applicants will be evaluated starting in August. Outreach events more than doubled in the last month, from 10 to 23. Camp groups have been visiting the library and the Summer Reading program is running well.

---Dr. Abernathy: Added that the library now has a project at the Hoboken Housing Authority (HHA) to help residents sign up for federally subsidized broadband service; in order to sign up, the applicant must register online, so library staffers are bringing laptops to the HHA so residents can sign up.

---Mr. Silbert: Added he was glad to see that Hoboken local Emily Dalton had joined the library as a Community Service Worker.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: The new HVAC system is running well; it had a good test in the recent heat wave. However, it was discovered that the contractor used some non-standard pressure fittings in the system, up to 75 of which may need to be replaced to keep the manufacturer's warranty; the committee is in discussions with the manufacturer and contractor for an extended warranty for the non-standard fittings and library architects Clarke Caton Hintz (CCH) will be evaluating in the near future. The repair of the cupola is complete, the new skylight is installed with the stained glass, and woodwork finishing is being scheduled to the smell will not be a problem.

---Mrs. Serrano: Reported for the Budget and Finance Committee: There is no committee report this month. 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. 377-378 totaling \$268,913.26; 2.) in Part A, to pay library operating expenses with checks no. 10166-10225 totaling \$135,171.36 and to pay via Paypal \$92.00 to Canva and \$341.12 to DigitalRiver US Inc.; and 3) in Part B, to pay expenses for library materials with checks no. 10226-10229 totaling \$5,835.71.

---Mrs. Serrano: Also before the board for acceptance is a resolution approving the transfer of \$232,262.00 of FY2021 library operating funds into the BCB Capital Improvements account. She asked if there were any questions about the bills to be paid or the resolution to transfer FY2021 funds for capital improvements. There being none, the payment of the BCB and Part A bills and the resolution to transfer funds were added to the meeting consent agenda.

---Ms. Mirchandani: 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			
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 director briefed the committee on hiring a Special Collections Manager and Teen Services Librarian, as well as the search for a full-time social worker.

7. President’s Report

---Dr. Abernathy: Reported that he had a discussion with the director of the Chicago Public Library system on Chicago’s initiative to co-locate libraries in public housing and other city and municipal facilities; Chicago found federal funds available at H.U.D. and elsewhere to do this. The Chicago staff were very generous with their time and offered to help and consult with us.

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 forward, though slowly; but the merger process is nearing the end.

9. Old Business

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

10. New Business

---Dr. Abernathy: Described several items of new business before the trustees. First, there was a resolution to adopt board meeting dates through July 2023. Second, there was a resolution to postpone the election of board officers until the meeting of August 23rd. Third, board approval is required to approved retaining library counsel Michael A. Cerone, Jr., Esq., through July 2023. Fourth, board approval is required to extend the contract of Ruderman & Roth LLC as library labor counsel through August 31, 2022, at a cost not to exceed (NTE) \$2,625.00, pending the retention of that firm through July 2023. There was discussion about meeting dates and pro rata fees by Ruderman & Roth for an additional month under their existing agreement. All four resolutions were added to the meeting consent agenda.

12. Consent Agenda

---Mr. Freeman: Had a question about check no. 10179. It was for consultants from the City of Hoboken.

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

- a. Excuse the absence of Ms. Evans.
- b. Accept the minutes of the June 28, 2022 board meeting.
- c. Approve payment of BCB Capital Improvement bills.
- d. Approve payment of Part A bills.
- e. Approve resolution to transfer \$232,262.00 of FY2021 operating funds to BCB Capital Improvement account.
- f. Adopt 2022-2023 schedule of board meeting dates.
- g. Approve renewal of contract of library counsel Michael Cerone, Esq.
- h. Approve extension of contract with labor counsel Ruderman, Finn until August 31, 2022, NTE \$2,625.00

---Mrs. Serrano: Seconded.

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

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

13. 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: 8 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The meeting adjourned at 7:16 p.m.