

MEETING OF TUESDAY, DECEMBER 27, 2022

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, DECEMBER 22, 2022 AT 6:30 P.M.

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

1. Call to Order

Board President Abernathy called the meeting to order at 6:31 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 26, 2022 meeting of the Library Board and such 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 was amended at the outset of the Coronavirus-19 (COVID-19) emergency to provide the internet and telephone conference number and access code in advance of the scheduled meetings.

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. Malani Cademartori, School Superintendent's Designee***	X		
Mr. Jason Freeman, Mayor's Designee***	X		
Ms. Raakhee Mirchandani**	X		Joined at 6:36 p.m.
Mr. Jack Silbert**	X		
Mr. Kurt Thoens**		X	Excused absence.

**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: Mr. Thoens advised that he was unable to attend and asked that his absence be excused. This was added to the meeting consent agenda.

3. Acceptance of Minutes

---Dr. Abernathy: Asked if trustees had any corrections or comments to the October 25, 2022 and November 22, 2022 meeting minutes. There were none; the minutes were added to the meeting 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: Access Services Manager Nichole Marconi has been recognized as an Emerging Leader by the New Jersey Library Association (NJLA) and Children's Librarian Valerie Coughlin's article "Bringing the Library to the People...on a Bookbike" was published in the November/December issue of *Public Libraries*. The final draft of the 2023-26 Strategic Plan has been distributed with the board packet so it can be studied by the trustees; strategic planning consultants M.J. Gómez Associates will present the plan at the January trustees' meeting. The draft 2023 library budget is also included in the board packet in advance of the vote at the January meeting. Youth Services is using its volunteers effectively; Historical Collections Manager James Cox has been active in community historical centers and the collections have been returned to the second floor; the Business librarian is active in community business groups as well. American Sign Language (ASL) classes have begun and met a good reception; a Senior Safety Program premiered at the Hoboken Multi-Service Center; a children's book giveaway at Hoboken Housing Authority (HHA) was very popular and computer/tech assistance is being offered at several locations. Youth Services is ordering many new books and materials and the decision was made to start circulating them as they come in. School visits continue and a new web resource page for them is on the library web site; librarian Valerie Coughlin met with the Assistant School Superintendent about school programs. Lastly, before the board for approval are i) a BAI approving change order no. 14 for \$21,734 for additional construction services by general contractor (GC) Merrell & Garaguso for installation, leveling and securing of the new shelving in the renovated areas and ii) the proposed 2023 library holiday closing schedule.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: Work is concluding on the upper floor renovations and punch lists are being finalized prior to the final inspections and certifications. There are problems with the new HVAC system on the second floor; the subcontractor cannot diagnose the problem so the manufacturer, Daikin, is sending a diagnostic team. Meanwhile supplementary heating has been installed.

---Dr. Abernathy: Asked if the library is properly heated. Yes, it is.

---Mr. Chapka: Continued the report: Change order no. 14 is before the board for installation and securing the new library shelving; it is for GC Merrell & Garaguso, not to exceed \$21,734.00.

---Dr. Abernathy: Asked why this work needs a change order instead of being part of the original bid.

---Mr. Chapka: The furniture was specified and ordered as part of a supplementary work order by architects Clarke Caton Hintz (CCH) and the board approved it on that basis; but the manufacturer makes, delivers and assembles the furniture but doesn't do the installation, integration with existing shelves, leveling, securing, etc. The installation requires considerable work and involves the whole top floor of the building. Final building inspection is scheduled for Friday, December 30, 2022.

---Ms. Pu: Added that a resolution authorizing the award of a contract for design and creation of ADA-compliant fire and safety signage is before the board. The RFP for this work attracted only one bidder, Bergen Sign Company of Paterson, NJ; the resolution authorizes the Library Director to accept their proposal and bid of \$14,942.25 and negotiate a contract for approval by the trustees before signing. After discussion, the resolution to accept the signage bid and the resolution authorizing change order no. 14 for shelf installation and related work were both added to the meeting consent agenda.

---Mrs. Serrano: Reported for the Budget and Finance Committee: The draft library 2023 Operating Budget is included in the board package prior the vote at the January trustees’ meeting. Discussion about the 17% increase in city health insurance costs that required savings and cuts in other budget areas, including security, maintenance, marketing and capital reserves.

---Mrs. Serrano: Continued: 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. 398-401 totaling \$76,674.89; 2.) in Part A, to pay library operating expenses with checks no. 10540-10607 totaling \$98,059.44, to pay via Paypal \$258.00 to Canva and \$22.00 to Word Press, and to disburse \$300.00 to Raul Sanguinetti for 2023 Petty Cash; and 3) in Part B, to pay expenses for library materials with checks no. 10608-10613 totaling \$39,428.91 and to process as a direct debit \$2,500.00 to Amazon. She asked if there were any questions concerning the bills to be paid; there being none, approval of the BCB and Part A bills were added to the meeting consent agenda.

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

---Dr. Abernathy: 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. Cadematori	X			
Mr. Freeman	X			
Ms. Mirchandani	X			
Ms. Murcko			X	
Mrs. Serrano	X			
Mr. Silbert	X			
Dr. Abernathy	X			

---Ms. Murcko: Reported for the Personnel and Policy Committee: She reviewed the strategic planning process and work by planning consultant M.J. Gómez Associates; the draft 2023-2025 Strategic Plan is in the board materials for discussion and adoption vote in January; the draft plan includes notations throughout on diversity, equity and inclusion in library operations and planning. Also before the trustees is a proposed list of 2023 library holiday closings; she invited trustee comments on the proposed dates. There were no comments and the proposed dates were added to the meeting consent agenda.

7. President’s Report

---Dr. Abernathy: Looked forward to working with all the library’s stakeholders and the trustees in the coming year 2023.

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

---Ms. Blaney: Reported for the Library Foundation: The Friends and the Foundation merger is legally complete and official. Bank accounts are being consolidated and a web site is up; the announcement is being crafted and a launch event is being planned for January. The trustees joined in congratulating and thanking both groups.

9. Old Business

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

10. New Business

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

11. Consent Agenda

---Mr. Silbert: Moved the board approve the meeting consent agenda as follows:

- a. Excuse the absence of Mr. Thoens.
- b. Accept the minutes of the October 25, 2022 and November 22, 2022 meeting minutes.
- c. Approve BAI to authorizing change order no. 14, not to exceed \$21,734.00.
- d. Approve resolution authorizing award of contract to Bergen Sign Company.
- e. Approve payment of BCB Capital Improvement bills.
- f. Approve payment of Part A bills for library operations.
- e. Approve resolution of 2023 library holiday closing dates.

---Ms. Mirchandani: 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. Cadematori	X			
Mr. Freeman	X			
Ms. Mirchandani	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Silbert	X			
Dr. Abernathy	X			

12. Trustee Comments

---Dr. Abernathy: Invited any comments by the trustees. There were none.

---Mrs. Serrano: Moved to adjourn.

---Ms. Mirchandani: Seconded.

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

The meeting adjourned at 7:05 p.m.