

**MEETING OF TUESDAY, FEBRUARY 28, 2023**

**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, FEBRUARY 28, 2023 AT 6:30 P.M.**

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

**1. Call to Order**

Board President Abernathy called the meeting to order at 6:33 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 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      | Excused absence. |
| Ms. Raakhee Mirchandani                                   |         | X      | Excused absence. |
| 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 Attorney Douglas S. Zucker Esq., Recording Secretary Clark Matthews and members of the library staff and public.

---Dr. Abernathy: Ms. Mirchandani informed him that she was ill and Mr. Freeman is needed at City Hall due to the present city water emergency. Their excused absences were added to the meeting consent agenda.

**3. Acceptance of Minutes**

---Dr. Abernathy: Asked if trustees had any corrections or comments to the January 24, 2023 meeting minutes. There were none; acceptance of 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: The library hosted an event marking the successful merger of the Friends of the Library and the Hoboken Library Foundation, which was well attended and very positive. A Community Development Block Grant (CDBG) application was submitted for \$150,000 funding to add an ADA-compliant lift to the building. A public version of the library budget will be published in March. There has been progress with various projects: the renovated areas are awaiting a Certificate of Occupancy (CO) and are on track to open this spring; the new strategic plan is going into effect; and her 2023 goals have been presented to the board. Library statistics for this month have to be recalculated because an adjustment is needed; they will be presented at next month's meeting. Mayor Bhalla featured the library at the City Hall flag raising for Black History Month. The "Grab 'n Go" area of Access Services is being phased out and moved back behind the circulation desk; it will be replaced by shelves for care kits. February 15<sup>th</sup> was New Jersey Library Snapshot Day and many pictures were shared. The English as a Second Language (ESL) program is at capacity and the new American Sign Language (ASL) classes are also very popular. Special Collections is expanding: Special Collections Manager James Cox has obtained large sets of local history materials from the New York Historical Society and acquired several historical newspapers on microfilm; the Frank Sinatra Collection CDs are available again. The library is confirmed to be in the 2023 Artisans Markets as well as the 2023 Hoboken Arts and Music Festival in May. IT has been very busy: a new projector was installed in the MakerSpace; MuseumKey and LendingKey have been implemented online so patrons can print museum passes at home. Cooking programs are planned for the small kitchen.

---Ms. Murcko: Liked the changes to the format of the Director's Report this month. Concerning the acquisition of new historical materials, she added that the editor of the former Hudson Reporter newspapers is looking to donate that company's files. The Director will follow up with James Cox to see what's going on.

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

---Ms. Pu: Reported for the Buildings and Grounds Committee: General Contractor Merrill & Garaguso (M&G) is still compiling the punch list to complete the work; some work is still needed, e.g. adding stair treads, etc. The HVAC company Daikin did not come today for scheduled training due to the weather; staff training on the new HVAC systems needs to be completed. New security cameras and motion detectors are being installed. A problem has emerged with the veneers on the new doors: the veneer is cracking on many doors; they are under a 1-year warranty and M&G and Clarke Caton Hintz (CCH) are investigating what is causing the problem. There is a new Change Order to move the wireless access points inside the building; it is for Open Systems Integrators for work not to exceed (NTE) \$6,733.50.

---Ms. Murcko: Asked if there is a possibility inferior materials were used on the doors. Discussion about temperature changes and door design.

---Mr. Chapka: There is no definite answer from M&G and CCH; they're evaluating several of the cracked doors and discussions are to follow. The Change Order for Open Systems Integrators was added to the meeting consent agenda.

---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. 403-405 totaling \$19,060.89; 2.) in Part A, to pay FY2022 library operating expenses with checks no. 10693-10699 totaling \$35,844.99; 3) in Part A, to pay FY2023 library operating expenses with checks no. 10706-10762 totaling \$78,987.87, and to pay via TDBank direct debit \$12,033.86 to Amazon; and 4) in Part B, to pay FY2023 expenses for library materials with checks no. 10700-10705 totaling \$45,696.35. Also before the board are two resolutions: 1.) a resolution to void checks no. 10378, 10502 and 10584; and 2.) a resolution to transfer \$350,000 of unspent FY2022 library operating funds to the BCB Capital Spending Account for future capital improvements. She asked if there were any questions concerning the bills to be paid or the resolutions. There being none, approval of the Part A and BCB bills, and the two resolutions were added to the 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: 6 NAYS: 0 RECUSED: 1 ABSTAIN: 0

| Trustee        | Yes | No | Recused | Abstain |
|----------------|-----|----|---------|---------|
| Ms. Blaney     | X   |    |         |         |
| Ms. Cadematori | 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 recommends the trustees adopt the Director's 2023 goals. The Director's 2023 goals were added to the meeting consent agenda.

## 7. Executive Session

---Dr. Abernathy: An executive session was schedule to discuss a personnel matter. He moved the board enter executive session.

---Mrs. Serrano: Seconded.

---Adopted by voice vote as follows: YEAS: 7 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The board entered executive session at 7:03 p.m. and returned to the public session at 7:38 p.m.

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

**8. President’s Report**

---Dr. Abernathy: There was no President’s Report for this month.

**9. Hoboken Public Library Friends & Foundation Report (HPLFF)**

---Ms. Blaney: Reported for the Library Friends & Foundation: she thanked the trustees for their support and for the launch of the new HPLFF; there will be lots of work to do in the future.

**10. Old Business**

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

**11. New Business**

---Dr. Abernathy: A Step 3 Grievance Hearing that was scheduled for tonight’s meeting will be rescheduled for next month’s meeting.

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

**12. Consent Agenda**

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

- a. Excuse the absence of Ms. Mirchandani and Mr. Freeman.
- b. Accept the minutes of the January 24, 2023 meeting.
- c. Approve Change Order for Open Systems Integrators, NTE \$6,733.50.
- d. Approve payment of Part A bills for FY2022 and FY2023 library operations.
- e. Approve payment of BCB Capital Improvement bills.
- f. Approve resolution to void checks.
- g. Approve resolution to transfer \$350,000 of excess FY2022 operating funds to the BCB Capital Improvements Account and reserve the funds for capital improvements.
- h. Adopt the Director’s 2023 goals.

---Ms. Cadematori: Seconded.

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

| Trustee        | Yes | No | Recused | Abstain |
|----------------|-----|----|---------|---------|
| Ms. Blaney     | X   |    |         |         |
| Ms. Cadematori | X   |    |         |         |
| Ms. Murcko     | X   |    |         |         |
| Mrs. Serrano   | X   |    |         |         |

|               |   |  |  |  |
|---------------|---|--|--|--|
| Mr. Silbert   | X |  |  |  |
| Mr. Thoens    | X |  |  |  |
| Dr. Abernathy | X |  |  |  |

**13. Trustee Comments**

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

---Mrs. Serrano: Moved to adjourn.

---Ms. Murcko: Seconded.

---Adopted by voice vote as follows: YEAS: 7 NAYS: 0 RECUSED: 0 ABSTAIN: 0

The meeting adjourned at 7:43 p.m.