

MEETING OF TUESDAY, MAY 23, 2023

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HOBOKEN FREE PUBLIC LIBRARY, HELD IN THE LARGE PROGRAM ROOM OF THE HOBOKEN PUBLIC LIBRARY, 500 PARK AVENUE, IN HOBOKEN, NEW JERSEY ON TUESDAY, MAY 23, 2023 AT 6:30 P.M.

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

1. Call to Order

Board Secretary Murcko 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	
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.

---Ms. Murcko: Dr. Abernathy, Ms. Mirchandani and Mr. Silbert all advised in advance that they were unable to attend. Their excused absences were added to the meeting consent agenda.

3. Acceptance of Minutes

---Ms. Murcko: Asked if trustees had any corrections or comments to the April 25, 2023 meeting minutes. There were none; acceptance of the minutes were added to the meeting consent agenda.

4. Public Comments

---Ms. Murcko: Invited comments from the public. There were no comments.

5. Director's Report

---Ms. Pu: Highlighted several items from the Director's Report: The "soft" opening of the third floor took place on May 11th, when the first event held there was the talk by New Jersey State Librarian Jen Nelson during the board retreat; the official opening is planned to coincide with the Library Festival on October 15th. She and library staff represented the library at several events, some rescheduled from the Covid pandemic, including the Library Safety Summit in Columbus, Ohio, the Public Employees Relations Commission conference, and the ULC CEO Round Table, as well as celebrating National Library Week. The city council approved the redevelopment amendment for 1500 Clinton Street, which will dedicate 10,000 sq. ft. in the new facility to community space, and the mayor has committed to turning the space over to the library for an uptown branch. Library social worker Emily Dalton saved a patron in Church Square Park with Narcan; the free safety kits available to patrons are proving to be very popular but hard to keep in stock. Plans are moving ahead to install materials lockers uptown at the Hoboken Historical Museum. Director of Marketing Mark Curiale will be retiring; Special Collections Manager James Cox and other staff have created an interactive illustrated timeline of the library's history. The library Book Bike has returned for the 2023 season and will be in the Memorial Day parade. The bid package for the second phase of Wayfinding signage went out again, and this time it got one bid from AZ Tech Signs & Graphics of Portland, Oregon, for \$87,700; the board package contains a resolution authorizing award of the contract to AZ Tech Signs & Graphics and authorizing the director to negotiate the contract for board approval. The director also attended Ms. Mirchandani's book launch at the Mile Square Theatre, which drew the former U.S. ambassador to India and the first South Asian astronaut.

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

---Mr. Chapka: Reported for the Buildings and Grounds Committee: He advised the trustees that the committee will be requesting additional funds because of plumbing issues because it has been necessary to spend over \$10,000 for maintenance and cleaning of the pump systems. There are two types of pumps installed in the lower level, waste pumps and anti-flood pumps; these are industrial systems that were installed during the lower-level renovations and they cost about \$2,500 each, and they are now out of warranty. The drains have been cleaned out and inspected with a camera by Roto-Rooter but drainage problems may persist. Regarding the upper-floor renovations, two punch list items remain before the job can be closed out: 1.) removal and repair of the cracked veneers on the new doors; and 2.) close-out documentation. The repaired third-floor doors are expected to be reinstalled on May 30th, with the second- and first-floor doors being removed and repaired afterward with a two-week turnaround. The close-out documentation is under review by the General Contractor and is expected within a few days. When these final items are complete, the final payment can be issued to Merrell and Garaguso and all documentation can be submitted to the New Jersey Historic Trust for grant reimbursement of \$750,000.00.

---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. 412-416 totaling \$42,902.52; 2.) in Part A, to pay library operating expenses with checks no. 10902-10956 totaling \$314,160.36, and to pay via PayPal \$33.94 to DZT PTE, \$680.00 to Forge Promotions LLC and \$45.08 to Namecheap, Inc.; and 3.) in Part B, to pay

expenses for library materials with checks no. 10957-10961 totaling \$11,745.25. Also before the trustees are two resolutions 1.) a resolution voiding two checks; and 2.) a resolution reserving \$7,867.00 of FY2023 operating funds for 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 resolutions were added to the consent agenda.

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

---Ms. Cademartori: Seconded.

---Adopted by roll call vote as follows: YEAS: 5 NAYS: 0 RECUSED: 1 ABSTAIN: 0

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Cademartori	X			
Mr. Freeman	X			
Ms. Murcko			X	
Mrs. Serrano	X			
Mr. Thoens	X			

---Mr. Freeman: Asked about check no. 10945 in Part A for \$5,125.00 in fees for Ruderman & Roth LLC. Ruderman & Roth LLC is the labor law firm representing the library in an ongoing civil service matter.

---Ms. Murcko: Reported for the Personnel and Policy Committee: The committee is still waiting for a hearing date to be set for the December 23 grievance. Union contract negotiations are continuing and an executive session is scheduled to update the trustees on them.

7. President’s Report

---Ms. Murcko: In Dr. Abernathy’s absence there is no report this month.

8. Executive Session

---Ms. Murcko: Requested a motion to enter executive session to discuss legal and labor matters.

---Mr. Freeman: Moved the board enter executive session.

---Mrs. Serrano: Seconded.

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

---The board entered executive session at 7:00 p.m. and returned to open session at 7:24 p.m.

---Ms. Murcko: Described the executive session: It concerned legal and labor matters; no board votes or actions were taken.

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

---Ms. Blaney: Reported for the Library Friends & Foundation: The 2023 Hudson Gives campaign concluded on May 11th and was very successful. She thanked the trustees for their support.

10. Old Business

---Ms. Murcko: Called for any old business. There was none.

11. New Business

---Ms. Murcko: Called for any new business. There was none.

12. Consent Agenda

---Mr. Zucker: Advised that board approval of the contract award for wayfaring signage required a separate vote.

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

- a. Excuse the absences of Dr. Abernathy, Ms. Mirchandani and Mr. Silbert.
- b. Accept the minutes of the April 23, 2023 meeting.
- c. Approve payment of Part A bills for library operations.
- d. Approve payment of BCB Capital Improvement bills.
- e. Adopt resolution voiding checks.
- f. Adopt resolution reserving \$7,867.00 of FY2023 operating funds for capital improvements.

---Mr. Freeman: Seconded.

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

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Cademartori	X			
Mr. Freeman	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Thoens	X			

---Ms. Blaney: Moved the board approve awarding the contract for phase two Wayfaring Signage to AZ Tech Signs & Graphics of Portland, Oregon, not to exceed (NTE) \$87,900.00; and authorize the director to negotiate a contract with AZ Tech Signs & Graphics for approval by the board prior to execution.

---Mrs. Serrano: Seconded.

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

Trustee	Yes	No	Recused	Abstain
Ms. Blaney	X			
Ms. Cademartori	X			
Mr. Freeman	X			
Ms. Murcko	X			
Mrs. Serrano	X			
Mr. Thoens	X			

13. Trustee Comments

---Ms. Murcko: Invited any comments by the trustees. There were none.

---Mr. Freeman: Moved to adjourn.

---Dr. Abernathy: Seconded.

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

The meeting adjourned at 7:31 p.m.