

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, January 10, 2019, at the library. The Vice President, Mr. Johnson, called the meeting to order at 7:06 p.m.

Mr. Johnson announced that adequate notice of this meeting was posted in the library and was provided to the Denville Municipal Clerk, The Citizen, and The Daily Record no later than last Tuesday in accordance with the Open Public Meetings Act.

**ROLL:** Present: Kevin Borecki  
Sandra Danforth  
Susan Dyer  
Seth Johnson  
Linda Breder

Also Present: Siobhan Koch, Library Director  
Susan Jansen, Staff

Absent: Janis Baggot, Robert Unrath

#### **PLEDGE OF ALLEGIANCE**

**ELECTION OF OFFICERS:** The Nominations for the officers for the 2019 year are as follows:

- President: Seth Johnson
- Vice President: Susan Dyer
- Secretary: Sandra Danforth
- Treasurer: Kevin Borecki

There were no nominations from the floor. A motion was made by Ms. Breder, seconded by Ms. Dyer, and carried to close nominations as revised. A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to have the secretary cast a unanimous vote for all nominees. The meeting was turned over to the new President, Mr. Johnson.

**RESOLUTIONS:** A motion was made by Ms. Danforth, seconded by Ms. Breder, and carried to adopt:  
Resolution 19 -1 accepting Provident Bank as our bank for 2019,  
Resolution 19 -3 accepting the appointment of the firm of Laddey, Clark & Ryan, LLP as our Labor attorney for 2019,  
Resolution 19 -4 accepting addition to the Retirement Contingency Fund for 2019, and  
Resolution 19 -6 accepting money from Fines & Fees to Technology budget line for 2019,

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

**MINUTES:** A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the minutes and closed minutes from December 13, 2019 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

**TREASURER'S REPORT:** A motion was made by Mr. Borecki, seconded by Ms. Dyer, and carried to approve the Treasurer's Report for the period ending December 31, 2018 and approve payment of bills on the Bill List dated December 31, 2018.

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

A motion was made by Ms. Danforth, seconded by Mr. Borecki, to authorize payment of bills subject to available funds, should any meeting in 2019 be cancelled due to weather or lack of quorum. A formal vote would be taken at the next meeting.

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

**CORRESPONDENCE:** There was no correspondence.

### **DIRECTOR'S REPORT:**

#### Director Position

- In preparing for the Council Breakfast, Ms. Koch prepared the slideshow for the Board to preview.
- December 7<sup>th</sup> – Ms. Koch attended the Delivery Task Force at the MAIN office to discuss the delivery resolution. There is a two prong plan. One being to continue to fight to maintain delivery service as it is and the other is to plan for what to do if that does not happen. The Mayor and Council will also present a resolution for continuing the delivery at the present level of service.
- December 18<sup>th</sup> – Ms. Koch and several staff members attended the Town Holiday Luncheon. Ms. Struebel received her 15 year pin, Ms. Liddy, Me. Kabshura and Ms. Schoenberg all received their 5 year pins and Ms. Galarza-Payseur, pages Laura and Hannah received their first year pins. Through taking turns, Ms. Struebel, Ms. Liddy, Ms. Schoenberg, Ms. Ciampaglione, Ms. Lefkowitz, Ms. Desai, Ms. Barat and Ms. Koch attended the lunch.
- December 19<sup>th</sup> – Ms. Koch attended the adult services programming meeting held at Caffè Delhi with Ms. Lefkowitz, Ms. Desai and Ms. Osborne.
- December 26<sup>th</sup> – Ms. Koch helped with the Eyes of the Wild program at town hall. Staff also had a pop-up library at the event.

#### MAIN/LibraryLinkNJ/Technology

- The four staff PCs were installed on 1/3/19. The Envisionware console and Envisionware Print Station still need to be installed.

#### Personnel

- Senior Circulation Assistant, Linda Barat has put in her letter of retirement. Her official retirement date is 5/1/19 and her last day of work will be 4/30/19. Linda will have been with the library for just shy of 30 years. Linda started working here on 6/5/1989. Ms. Danforth noted her unfailing cordial and helpful personality have been a constant face of the library these many years.

#### Building and Grounds

- The town's electrician, replaced the timer for the heaters under the windows. He also corrected an issue with one of the heaters in the children's window.

#### Youth Services

- Ms. Ciampaglione did Hour of Code at Lakeview for 5 classes over two days with 121 participants. She also did Hour of Code at Riverview for 3 classes with 62 participants.
- Ms. Ciampaglione held storytime for Lakeview on 12/4, 12/11 and 12/18 and at the Learning Experience Preschool.
- Ms. Kabshura held storytime at Denville Community Preschool on 12/6.
- Noon Day Eve Party for preschoolers was popular again this year with 50 people in attendance.
- The Riverview/Valleyview Special Ed classes visited on 12/18 with 9 kids and 8 adults.
- Ms. Ciampaglione and Ms. Galarza-Paysuer ran an interactive Elf Movie showing. The kids had a lot of fun singing along and trying spaghetti with syrup and candy, along with lots of other activities throughout the movie.

#### Adult Services

- Ms. Lefkowitz continued the Oaks Book Group on 12/15 and the knitting group at St. Francis on 12/13.

#### Closings

- Closed at 1 on 12/24/18 and 12/31/18 as per contract. Ms. Danforth would like to re-address this in the next contract to give the Board authority to adjust calendar items with staff approval.
- Closed on 12/25/18 for the holiday.



### **STRATEGIC PLAN REPORT:**

Staff is presently updating goals for the Strategic Plan In 2019. The Strategic Plan expires at the end of 2019, so the Board will have the opportunity to set goals for the future.

Objective I – Access to Resources and Information Literacy

Objective II – Create Young Readers

Objective III – Making Informed Decisions and Getting Facts Fast

- Meditation was scheduled for 12/10 at 6:30pm but has been rescheduled for 2019 due to the presenter being in a car accident.

Objective IV – Satisfy Curiosity and Stimulate Imagination

- Author Mark Di Ionno was scheduled for 12/11 at 7pm to discuss his book Gods of Wood and Stone but ended up cancelling due to personal issues.

Our two cancelled programs have been rescheduled.

### **MONTHLY ACTIVITY REPORT:**

- Eyes of the Wild had 55 children attend. 120 had been registered.

### **MONTHLY STATISTICAL REPORT:**

- Most categories, including Circulation and Programs, are up over the course of the year. Reciprocal Borrowing, patrons using out-of-MAIN libraries, is down a bit for the month, but up for the year.

### **OLD BUSINESS:**

- The Council Breakfast is scheduled for Saturday, January 19, 2019 at 9:00 am.

### **PUBLIC:**

- A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to close the public portion of the meeting. Ms. Ciampaglione, staff member, was present but had no comments.
- A motion was made by Ms. Danforth, seconded by Ms. Breder, and carried to close the public portion of the meeting.

**CLOSED SESSION:** There was no Closed Session.

### **NEW BUSINESS:**

- 2019 Budget: It was noted the budget is tight this year and funds for extras must be found in grants and things such as the Library Amazon Wish List. Income from the Township is a bit less this year, while salaries and benefits have risen.

A motion was made by Ms. Dyer, seconded by Mr. Borecki, to approve the 2019 Budget.

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

- New treasurer forms for insurance bonding have been sent to Mr. Borecki.
- A motion was made by Ms. Dyer, seconded by Mr. Johnson, and carried to approve the hiring of Karen Birmingham as temporary part-time circulation assistant.

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

- A motion was made by Ms. Danforth, seconded by Ms. Breder, and carried to accept the retirement as of 5/1/19 of Linda Barat after 29 years as Senior Circulation Assistant, with appreciation for many years of loyal service to the Board and the Library.

Roll: Baggot \_\_ ; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_\_ ; Breder \_Y\_

- Ms. Koch reminded Board members of the Retirement party for Chief of Police, Chris Wagner on January 31, 2019. Ms. Danforth will write a note to him from the Board, thanking him for his years of service to Denville and wishing him well.

**ADJOURNMENT:** Mr. Borecki entertained a motion, seconded by Ms. Dyer, to adjourn the meeting at 8:20 p.m. A voice vote indicated all present in favor.

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Sandra Danforth, Secretary