

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, April 11, 2019, at the library. The President, Mr. Johnson, called the meeting to order at 7:02 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: Janis Baggot  
Sandra Danforth  
Susan Dyer  
Seth Johnson  
Robert Unrath  
Linda Breder

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

Absent: Kevin Borecki

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Dyer, seconded by Ms. Baggot, and carried to approve the minutes from March 14, 2019 and order them filed. A voice vote indicated all present in favor with no opposition expressed and Mr. Johnson abstaining.

**TREASURER'S REPORT:** A motion was made by Ms. Baggot, seconded by Ms. Breder, and carried to approve the Treasurer's Report for the period ending March 31, 2019 and approve payment of bills on the Bill List dated March 31, 2019 and the few bills listed for April 1-11, 2019.

Baggot \_Y\_ ; Borecki \_-\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_Y\_ ; Breder \_Y\_

#### **CORRESPONDENCE:**

- The Board received a thank you for their donation to Orphan Pets, in memory of staff member Meredith Olver.

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

Director Position: Ms. Koch:

- March 4th – Pop-Up Library at Cook's Pond, March 6th – Pop-Up Library at the Oaks, March 26th – Pop-Up at St. Francis
- March 7th – MAIN Executive Director Contract – Morristown Library
- March 14th – Diwali Program discussion with Nick Panetta from Recreation, Ms. Desai & Ms. Ciampaglione
- March 15th – Library State Aid Report Submitted
- March 20th – Met with Don Tidey from Sustainability and a representative from Valleyview regarding adding the Library to the plastic bag recycling program.
- March 21st – Met with Jim Harp of DHS, regarding old microfiche of The Denville Herald and The Citizen through 2008. We have all copies available digitally on our public computers.

- March 22nd – Maker’s Night – Ms. Koch, Ms. Liddy, Ms. Ciampaglione, Ms. Kabshura, Ms. Galarza-Payseur, Ms. Puppo, Ms. Lefkowitz, Ms. Desai, Ms. Schoenberg, Ms. Preston, Ms. Jansen and Miss Puppo all helped at the event. Mayor Andes attended, as did Mr. Borecki and his family.
- March 26th – P.R.I.D.E Meeting at town hall
- March 30th – Committees Fair at Town Hall, where Ms. Koch teamed up with Susan Richter of MCPC for help in the Library Garden and Ruth Gimbel of Denville TV, who gave the library several episodes of Denville TV to catalog for our patrons.

#### MAIN/LibraryLinkNJ/Technology

- The Envisionware console, print station and computers using it was upgraded on 4/3. It was rescheduled from 3/13 due to illness of a MAIN employee. The console and print station were updated to the new machines at the same time.

#### Personnel

- Heather Schaeffer’s last day of work was 3/28/19.
- Contingent on the background checks coming back without issue, one of the part time positions in circulation and the part time adult services/reference position have been filled. We hope to have these positions start in May.

#### Building and Grounds

- Ms. Koch met with Steve Ward on 4/2 regarding the expansion.

#### Youth Services

- March Youth Services information was inadvertently lost from the Director’s Report. Please enjoy the activities from February.

#### Adult Services

- 69 adult items were borrowed during our outreach events this month.
- The I2I Indian Italian Fusion Food Program was very successful with 38 attendees. The owner wishes to be involved in our Diwali program, and for a the budgeted cost of \$100.00, he will provide food for all with no charge to patrons.
- Our collaboration with St. Clare’s continued with a Take a Breath class on 3/22 with 25 attendees.

### **STRATEGIC PLAN REPORT:**

#### Objective I – Access to Resources and Information Literacy

- Outreach continues to the schools and seniors.

#### Objective II – Create Young Readers

- Read Across America at Riverview on 3/8 with 5 classes totaling 89.
- Read Across America at Lakeview on 3/8 with 4 classes totaling 70.

#### Objective III – Making Informed Decisions and Getting Facts Fast

#### Objective IV – Satisfy Curiosity and Stimulate Imagination

- Family Maker Night was held on Friday night 3/22 at 5:15pm for Grades K – 6 with 92 people in attendance.

Ms. Koch noted that the budget is flat funded, with less money available for programming. The Children’s and Adult staff are finding grants and using the Amazon Wish List to supplement program budgets. They also are looking for business sponsorships for the Summer Reading Programs. The Board has requested a listing of grants and other sponsorships that are found. They also feel this list should be part of the annual Library-Council meeting in January.

### **MONTHLY ACTIVITY REPORT:**

- We had 2 days affected by snow closings.
- Ms. Ciampaglione and Ms. Galarza-Payseur participated in Read Across America Day at Riverview School and Lakeview School.



### **MONTHLY STATISTICAL REPORT:**

- We have 2 Paid MAIN library cards. This costs patrons without a town library \$250.00, the value of service for Township patrons.

### **OLD BUSINESS:**

- The Board and Ms. Koch continue due diligence in finding if an expansion plan is feasible. Ms. Koch met with the Mayor and Administrator, who have agreed the next step is engaging an engineer. As a courtesy, Ms. Koch will meet with Mr. Grant and Mr. Panetta of Recreation, to keep them informed on our progress with plans for the addition. Mr. Ward, Mr. Bias, and interested Board members can be included.

The Board discussed the Engineer proposals and pending a check of references, and checking if there would be any hidden costs or tightening of their price, a motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve Resolution 19-7 to hire Dykstra Walker Design Group to complete the engineering study.

Baggot \_Y\_ ; Borecki \_-\_; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_Y\_ ; Breder \_Y\_

- A public reception is planned on April 25, 2019 at 5:30pm, to celebrate Linda Barat's retirement.
- Food for Fines is going well. All items will go to Denville Social Services. We use our fine funds to support materials and programs.
- The FOL mailer will be out soon. They have partnered with Celebrate the Children and the Lakeland Hills YMCA to stuff the envelopes.

**PUBLIC:** There being no public in attendance, a motion was made by Ms. Dyer, seconded by Ms. Baggot, and carried to close the public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

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

### **NEW BUSINESS:**

- MAIN is preparing new promotional flyers and asked for the proper title: Denville Public Library. This has been the name of the library since the new logo was adopted in 2008.
- The contract states payment at retirement is of the accrued Sick Leave Bank. Unused Sick Time for that year is lost at retirement or resignation.
- Minimum wage is going up. The state is unclear about how this refers to our pages, ages 14-18. The next increment, to \$10.00 per hour, is in July. Ms. Dyer will look into the state regulations regarding pages. Ms. Koch will check the State Library as regards Libraries specifically.
- All new employees over 18 must be fingerprinted. Pages who continue to work after age 18 will be fingerprinted.
- The outdoor sign is now shabby. Can it be cleaned and re-lettered until it can be replaced?
- The movie "The Public" is showing in Rockaway Theaters this evening.

**ADJOURNMENT:** A motion was made by Ms. Danforth, seconded by Ms. Dyer, to adjourn the meeting at 8:15 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Sandra Danforth, Secretary