

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, May 9, 2019, at the library. The President, Mr. Johnson, called the meeting to order at 7:01 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  
Kevin Borecki  
Sandra Danforth  
Susan Dyer  
Seth Johnson

Linda Breder

Also Present: Siobhan Koch, Library Director  
Stephanie Lyden, Council Representative  
Susan Jansen, Staff

Absent: Robert Unrath

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Dyer, seconded by Ms. Baggot, and carried to approve the minutes from April 11, 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. Danforth, and carried to approve the Treasurer's Report for the period ending April 30, 2019 and approve payment of bills on the Bill List dated April 30, 2019 and May 6, 2019. A voice vote indicated all present in favor with no opposition expressed.

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

#### **CORRESPONDENCE:**

- The Board received a thank you note from Linda Barat for the flowers sent to her by the Board for her retirement.
- Ms. Liddy received a Lakeview Pride Paw and thank you card from a young patron who has enjoyed many of the Children's programs.

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

Director Position

- April 2nd – Ms. Koch met with Steve Ward regarding the expansion. A future meeting will include Mr. Ward, Mr. Bias, and Mr. Grant, to keep the gardens informed of the expansion plans.

- April 20th – Ms. Koch and Ms. Liddy represented the Library with a table at “Spring Into Denville” on April 20, 2019. They handed out 400 eggs to participating children.
- April 23rd – Pop-Ups continue at St. Francis, Cook’s Pond and The Oaks.
- April 26th – MAIN sponsored Lunch and Learn – Interviewing Best Practices at the Wharton Library
- April 1st – April 13th ran Food for Fine and received a wonderful amount of items. \$103.85 were waived during this drive. A number of patrons just donated items without having fines. Received a lot of support on social media for this initiative.

#### Personnel

- Linda Barat’s last day of work was 4/30/19.
- Heather Kemp as Reference/Adult Services Library Assistant and Ariel Hahn-Rhinesmith as Circulation Assistant have been hired.

#### Building and Grounds

- The first light on the walkway to the door kept turning off which also meant the light on the flag was shutting off. Ed, the electrician, came and fixed it and found the light on the statue of the children wasn’t working as well.

#### Youth Services

- Gnomes and Fairies Life size game was held on 4/22. The two sessions had a total of 70 people participate.
- Preschool Dance Party is still a popular event with 61 people participating on 4/24.
- Children’s staff continues Outreach at Lakeview, Riverview, Learning Experience, NORWESCAP at Peer Place and Denville Community Preschool.

#### Adult Services

- Possessed by Possessions had 33 in attendance.
- Birth of Rock and Roll had 34 in attendance.
- Adult programs will open registrations to Denville residents first, opening registration to the neighboring towns one week before the program.

#### Grants Received to date in 2019

- ALA Hour of Code \$500 mini-grant (won in Nov 2018 and received check in January)
- NJ Maker’s Day \$300 grant – Materials for Makers Day
- NJ STEM Pathways Network \$300 grant – Food and Beading program for Makers Day
- Denville Municipal Alliance \$500 grant for purchase of books about self esteem and addiction. (started purchasing 12/18 – will be reimbursed in 2019 when \$500 completely spent)
- Denville Clean Communities \$500 grant for purchase of books about sustainability.
- SparkFun \$700 grant to purchase materials from their website for STEM programming

#### **STRATEGIC PLAN REPORT:**

Ms. Koch and staff have been faithfully implementing the goals of the plan.

- Objective I – Access to Resources and Information Literacy
- Objective II – Create Young Readers
- Objective III – Making Informed Decisions and Getting Facts Fast
- Objective IV – Satisfy Curiosity and Stimulate Imagination
- Objective V – Satisfy Curiosity and Stimulate Imagination

#### **MONTHLY ACTIVITY REPORT:**

- There continues to be a lot going on at the library.

**MONTHLY STATISTICAL REPORT:**

- Statistics are up overall. Museum passes continue to be popular. Intrepid was renewed early, as pricing is going up later this year. Museums are listed on our webpage and can be advertised on our Facebook page.

**OLD BUSINESS:**

- The Library Link NJ general meeting is on June 5, 2019. Ms. Koch has a seat. The election will include the budget and book delivery will be discussed.

**PUBLIC:** There being no public in attendance, a motion was made by Ms. Dyer, seconded by Mr. Borecki, 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:**

- A motion was made by Ms. Danforth, seconded by Ms. Baggot, to approve the hiring of new personnel Heather Kemp, Adult Services/Reference Assistant, and Ariel Hahn-Rhinesmith, Circulation Assistant.

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

- The Audit draft has arrived and will be approved at the June 13, 2019 meeting.
- Due to a new NJ law stating that Purchase Orders are not required, two companies that we deal with regularly (Amazon/Synchrony Bank and The Daily Record) will no longer sign POs. A motion was made by Ms. Baggot, seconded by Ms. Danforth, to adopt resolution 19-8, stating the library will not require the claimant signature from Amazon/Synchrony Bank and The Daily Record.

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

- Several Board members had thought they would be unavailable for the June meeting, but some plans have changed and members will be at the June 13, 2019 meeting.
- Ms. Danforth suggested we continue and possibly increase cultural programs for adults and children. The library should be the center of intellect, education and the Arts.
- Mr. Johnson suggest we check into a mental health first aid class for staff offered by St. Clare's Hospital. This could help staff working with the public.

**ADJOURNMENT:** A motion was made by Ms. Danforth, seconded by Mr. Borecki, to adjourn the meeting at 7:58 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Sandra Danforth, Secretary