

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, October 10, 2019, at the library. The President, Mr. Johnson, called the meeting to order at 7:04 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
Seth Johnson
Linda Breder

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

Absent: Susan Dyer, Robert Unrath

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Ms. Baggot, seconded by Ms. Breder, and carried to approve the minutes from September 12, 2019 and order them filed. A voice vote indicated all present in favor with no opposition expressed and one abstention from Mr. Borecki.

TREASURER'S REPORT: A motion was made by Mr. Borecki, seconded by Ms. Baggot, and carried to approve the Treasurer's Report for the period ending September 30, 2019 and approve payment of bills on the Bill List dated September 30 and October 1-10, 2019.

Baggot _Y_ ; Borecki _Y_ ; Danforth _Y_ ; Dyer _-_ ; Johnson _Y_ ; Unrath _-_ ; Breder _Y_

CORRESPONDENCE: There was no correspondence.

DIRECTOR'S REPORT:

Director Position

- September 4th – Pop Up's continue to be popular at The Oaks, St. Francis and Cook's Pond.
- September 9th – Trevor's MAIN Internal Migration Meeting with Ms. Schneider. Migration will start December 30 through January 2, when the system should be ready.
- September 15th – Table at the Green Fair with Ms. Liddy
- September 16th – Meeting with Sgt. Jackson of the Denville Police regarding active treat training for the staff, which will be November 15, 2019. The library will be closed during training.
- September 24th – First Lady of New Jersey Visit to Valleyview regarding Sustainability. Invited because of the help with the plastic bag initiative.

Personnel

- Pia Piazza began working September 26, 2019 as a library page. She will be working 3 hours a week.

- Joseph Staltari will begin working as a library page once the paperwork is finalized. He will also be working 3 hours a week.

Building and Grounds

- September 17th – Continued to have a drain fly issue. Found that the seal was broken around the pump. Temporarily taped it down until it could be fixed.
- September 18th – The ladies room backed up water onto the floor.
- September 20th – Plumber came to fix seal but found the fan was not working on the pump. Seal still not fixed. Electrician called to fix fan.
- September 24th – The electrician, replaced the fan on the pump.
- September 25th – Pump inspection was completed and passed. It was noted that although the pump had been cleaned out last month it looked like it had not been cleaned out in years.
- September 26th – Water leaked up from the toilet seal around the staff toilet.
- September 26th – DPW came with John Ciardi to camera the toilet. Massive blockages were noted and Tom from Rapid Pump was called to take care of it.
- September 26th – Tom, Rapid Pump, used a draining cleaning machine on the pipe. He then also put a camera down. After the pipe was cleaned, as soon as paper was flushed down the toilet it would sit and not move. Paper was piling up immediately after it was being cleared out. Recommendation to change the toilet paper. Also, Sonia now has the routine of flushing each toilet twice starting at the ladies room handicapped stall, while running the sinks, and then running the slop sink for a half hour. This is all to make sure the pipe stays clear. The combination of not enough pitch, not enough water and the pipes being rusty creates an environment conducive to clogs. Quarterly maintenance may be scheduled by the town if this problem continues.
- September 27th – DPW came back and put the camera down again and there were no clogs yet but toilet tissue was still not flushing completely even with the change to what the town was using. That is why the water is necessary to flush the system each day.
- The Library has temporarily ordered a supply of Scott dissolvable toilet paper for RVs and Septic until the town's supplier of toilet paper sets an account up for us.
- September 26th – Wrote a letter to John Ciardi regarding the deficiencies between what is supposed to be done according to the landscaping contract and what is being done. He has passed the letter to the company that won the contract. Beautification will contact the Director about adding the library to their list of planting work around town.

Youth Services

- Ms. Ciampaglione began her storytime outreach events at Lakeview and Riverview.
- Ms. Galarza-Payseur attended Valleyview's Back to School Night on 9/5.
- Ms. Ciampaglione attended Lakeview's Back to School Night on 9/12.
- Hoedown Dancy party was held on 9/26 with 44 participants.

Adult Services

- Cook's Pond Pop Up was held on 9/9, the Oaks Pop-Up was held on 9/4 and St. Francis on 9/10 and 9/24. Ilene held the craft outreach at St. Francis on 9/12. The Oaks Book Group was held on 9/21. The Cooks Pond Book Club was held on 9/30.

Museum Pass

- Grounds for Sculpture notified us on 9/26 that they would not be renewing our pass that expired on 9/30. They will no longer be offering a pass for libraries. They held our renewal at the end of summer and gave only 4 days notice in September of expiration on September 30, 2019.

STRATEGIC PLAN REPORT: Programs and materials continue to invite patrons to enjoy the library.

MONTHLY ACTIVITY REPORT: No comments.

MONTHLY STATISTICAL REPORT: Numbers continue to stay up for the year.

OLD BUSINESS:

- After discussion refining some wording in sections of the Policy Manual, a motion was made by Ms. Danforth, seconded by Ms. Baggot, and carried to approve the Policy Manual pending attorney review. A voice vote indicated all present in favor. It was agreed that the purpose of Library statement (to inspire, enlighten and engage) at the beginning of the manual should be placed on the website and newsletter.
- Ms. Koch presented the Board with the first draft of the Strategic Plan 2020-2022. The Board and supervisory staff will review the plan and make suggestions that will guide the library into the next three years. The finalized Plan should be adopted by the December Board meeting.
- The MAIN Internal Migration to the updated, web-based ILS system will take place starting on December 30, 2019. The entire MAIN computer system will be down December 30, December 31, January 1. It should be available for library use sometime on January 2, 2020. Staff should be able to check items out in offline mode during this time. We plan to be open Monday, December 30 and Tuesday, December 31 until 1:00pm. Items will not be able to be checked back in until the system update is completed. MAIN and DPL will alert the public to this computer upgrade, so they may plan ahead for their library needs.
- Mr. Johnson and Mr. Borecki will lead the Director Evaluation Committee as the year ends.

PUBLIC: There being no public in attendance, a motion was made by Ms. Danforth, 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 Mr. Borecki, and carried to accept the hire of two new Pages, Pia Piazzi, starting September 26, 2019, and Joseph Staltari, starting as soon as his papers are finalized.

Baggot _Y_ ; Borecki _Y_ ; Danforth _Y_ ; Dyer _- ; Johnson _Y_ ; Unrath _- ; Breder _Y_

Ms. Koch asked the Board to consider Board meeting dates for 2020. April 9 is during Passover and December 10 is the first day of Hanukah. Meeting dates can be moved now if necessary.

Ms. Koch advised the Board that she received the 1/3 mil assessment for 2020 and it is down \$118.00. She also noted our MAIN assessment for 2020 is up.

ADJOURNMENT: A motion was made by Ms. Danforth, seconded by Ms. Baggot, to adjourn the meeting at 8:45 p.m. A voice vote indicated all present in favor with no opposition expressed.

Sandra Danforth, Secretary