

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, December 12, 2019, at the library. The 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  
Robert Unrath  
Linda Breder

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

Absent: Janis Baggot

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the minutes from November 14, 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 November 30, 2019 and approve payment of bills on the Bill Lists dated November 30, 2019 and December 12, 2019.

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

**CORRESPONDENCE:** No correspondence.

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

Director Position

- November 1, 6, 12 – St. Francis and the Oaks Pop Up Libraries
- November 7th & 8th – Census worker set up trying to recruit workers
- November 7th – Met with the girl scouts doing their silver award and Ms. Liddy to discuss their project. They are collecting items and will be doing a craft session in December during winter break.
- November 14th – MAIN Membership & MAIN Board meetings at Washington Township. Budget approved and election of officers passed. I will be Vice President of MAIN in 2020.
- November 15th – Active Threat Training with Sgt. Jackson of the Denville PD and then Policy Manual updates and discussion. Library was closed for the day of training.
- November 16th – Met with Judy McBride of the Historical Society to see the schoolhouses.

## Personnel

- Annie Witt began her position as youth services assistant on November 25th.
- Parinda Desai turned in her resignation notice on November 22nd. She will be the director at a Bergen County Library. Her last day was December 5th.
- An employee was injured while moving files. The employee is now on restricted duty.

## Building and Grounds

- November 3rd – Alerted by fire alarm company that there was a periodic communication failure with the system. The company sent someone on November 4th to correct it. He found that the cell tower communication had failed on Sunday but then also the time was off. Both were corrected.
- November 4th – Odor coming from pump room
- November 4th – Spoke to the landscapers about cutting the bushes outside of Ms. Puppo's office. They said they would do it next time they were here. Have not been back since. Their contract is now ended and the new landscaping contract will be awarded in 2020.
- November 13th – Roofing Company was sent by John Ciardi to give an estimate on replacement.
- November 14th – The front door has been having issues with locking. ND Security came and corrected.
- The pile of gravel was moved on 12/2 before the snow by the DPW.

## Technology

- November 26th – The three receipt printers were installed on 11/26. They have been placed at the delivery desk and two at the circ desk. The two from circ are to be moved to reference and children's but MAIN will do that in the new year.
- The delivery computer is set to be installed on December 12th.
- New computers have been ordered for the tech services computer, what was Ms. Desai's computer, the teen computer and the computer at the children's desk. These needed to be updated do to Windows 7 no longer being supported.

## Youth Services

- Ms. Ciampaglione did storytime outreach events at Lakeview, Riverview and Learning Experience.
- Ms. Kabshura did storytime outreach at Denville Community Church Preschool and NORWESCAP Early Head Start at Peer Place.

## Museum Pass

- Storm King, in Mountainville, New York, is now available.

## Grants/Prizes Received in 2019

- The list of grants received should be included in our Council Breakfast presentation.

## **STRATEGIC PLAN REPORT:**

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 – Visit a Comfortable Place

## **MONTHLY ACTIVITY REPORT:**

- There continues to be a variety of programs offered for children, teens and adults.

## **MONTHLY STATISTICAL REPORT:**

- Registration cards have been verified and expired cards have been purged. This was done before the move to the new Polaris ILS system in January 2020.



- The Polaris migration will be December 30, 31, January 1, and 2. Items can be checked out during this time, but not checked back in.
- Gale Small Business Builder, available on our website, was used by Ms. Desai in a class at Vo-tech this month.
- Ms. Ciampaglione received a grant for Hour of Code.

**OLD BUSINESS:**

- A motion was made by Ms. Dyer, seconded by Ms. Danforth, and carried to approve the hire of Annie Witt, Children's Library Assistant. A voice vote indicated all present in favor with no opposition expressed.

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

- A motion was made by Ms. Danforth, seconded by Ms. Breder, and carried to approve the Strategic Plan Action Steps for 2020 as proposed by the Director.

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

- Two BOT meeting dates for 2020 have been changed to April 7 and December 17 due to conflict with religious holidays.

**PUBLIC:** There being no public in attendance, a motion was made by Ms. Breder, 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.

**NEW BUSINESS:**

- A motion was made by Ms. Dyer, seconded by Mr. Borecki, and carried to approve the Library holiday closing schedule for 2020. A voice vote indicated all present in favor with no opposition expressed.
- Please note the Council Breakfast date is January 25, 2020 at 9am.
- The BOT Slate of Officers for 2020 is: President – Susan Dyer, Vice President – Kevin Borecki; Treasurer – Janis Baggot; Secretary – Sandra Danforth.
- A motion was made by Ms. Danforth, seconded by Ms. Breder, and carried to approve the non-union staff members annual increase for 2020 and have the Director send notification to Denville Township Finance Department.

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

- After discussion of the pay scale for staff minors (Pages) it was determined to keep the pay scale as it is and re-visit this when a Page turns 18 years old or the current minimum wage law is clarified by the state.
- Ms. Koch asked permission, and the Board agreed, to accept possible placement of 1-2 Dover Pubic Library staff for a few weeks in January-February during some renovations at Dover PL. Dover PL would handle all their staff's regular financial responsibilities.
- The Front door lock cylinder needs to be replaced. The Board agreed to have the keying replaced and new keys reissued to staff and safety personnel.
- Ms. Koch would like to replace a full-time reference/technology position with 2 part-time people with the same responsibilities. This would increase reference coverage and increase outreach, programming and technology possibilities. A motion was made by Mr. Borecki, seconded by Ms.

Dyer, and carried to approve the new adult services job description as recommended for staffing.

- Baggot \_-\_; Borecki \_Y\_ ; Danforth \_Y\_ ; Dyer \_Y\_ ; Johnson \_Y\_ ; Unrath \_Y\_ ; Breder \_Y\_
- After discussion about new state requirements for our Employee Handbook, including the need for a human resources position, a motion was made by Mr. Borecki, seconded by Ms. Breder, and carried to approve the updated Employee Handbook with changes discussed. A voice vote indicated all present in favor with no opposition expressed.

**CLOSED SESSION:**

- A motion was made by Ms. Danforth, seconded by Mr. Borecki, and carried to go into Closed Session to discuss changes to the Bookkeeper description at 8:46 pm. A voice vote indicated all present in favor.
- A motion was made by Ms. Dyer, seconded by Mr. Borecki, and carried to go out of Closed Session at 9:09 pm. A voice vote indicated all present in favor.

**ACTION FROM CLOSED SESSION:**

- A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the changes made to the Bookkeeper job description to include the added responsibilities of Human Resources along with the agreed salary increase to acknowledge this change in position .

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

**2020 BUDGET**

The Budget 2020 was presented in draft, awaiting finalized health & benefits costs from the Town. The final Budget will be available before the January 2020 Board meeting.

**CLOSED SESSION:**

- A motion was made by Ms. Danforth, seconded by Mr. Borecki, and carried to go into Closed Session to discuss Director Evaluation at 9:25 pm. A voice vote indicated all present in favor.
- A motion was made by Ms. Danforth, seconded by Mr. Borecki, and carried to go out of Closed Session at 9:55 pm. A voice vote indicated all present in favor.

**ACTION FROM CLOSED SESSION:**

A motion was made by Ms. Danforth, seconded by Mr. Borecki, and carried to approve the salary increase of \$2,500.00 for the director as result of her evaluation. A voice vote indicated all present in favor with no opposition expressed.

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

**ADJOURNMENT:** A motion was made by Ms. Dyer, seconded by Mr. Borecki, to adjourn the meeting at 9:58 p.m. A voice vote indicated all present in favor with no opposition expressed.