

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 9, 2020, at the library. The President, Ms. Dyer, called the meeting to order at 7:06 p.m.

Ms. Dyer 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
Susan Dyer
Seth Johnson
Robert Unrath
Linda Breder

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

Absent: Sandra Danforth

PLEDGE OF ALLEGIANCE

ELECTION OF OFFICERS: A motion was made by Ms. Breder, seconded by Mr. Unrath, and carried to approve the Slate of Nominees for 2020: President – Susan Dyer; Vice President – Kevin Borecki; Treasurer – Seth Johnson; Secretary – Janis Baggot. A voice vote indicated all present in favor with no opposition expressed.

RESOLUTIONS: A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the Resolutions for 2020 and order them filed:

- 20-1 Designation of Bank for 2020
- 20-3 Designation of Labor Attorney for 2020
- 20-4 Designation of Retirement Contingency Funds for 2020
- 20-5 Designation of Amazon/Synchrony Bank and Daily Record Materials Supplier for 2020
- 20-6 Designation of Money from Fines & Fees to Technology for 2020
- 20-7 Designation of Money moved to Capital Projects for 2020

A voice vote indicated all present in favor with no opposition expressed.

MINUTES: A motion was made by Ms. Baggot, seconded by Mr. Johnson, and carried to approve the Minutes and Closed Minutes from December 12, 2019 as corrected 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. Johnson, seconded by Ms. Baggot, and carried to approve the Treasurer's Report for the period ending December 31, 2019 and approve payment of bills on the Bill Lists dated December 31, 2019 and January 9, 2020.

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

CORRESPONDENCE: There was no correspondence.

DIRECTOR'S REPORT:

Director Position

- Ms. Koch is now Vice President of MAIN for 2020.
- December 10th – Chair of MAIN Member Relations Committee at Montville
- December 17th – Chair of ILS Committee Meeting
- December 17th – Holiday Luncheon at Town Hall
- Library was closed due to the snow on 12/2. The Library closed at 8 on 12/18 due to the weather conditions.

Personnel

- The employee continues to be on restricted duty from the injury last month.
- The positions in the Adult Services have been advertised and interviews have been done. Offers have been made, contingent on passing the background checks.
- The position in Youth Services will be posted in the next week.

Building and Grounds

- December 11th – The power box that runs the light for the statue fell off the wall into a puddle. Ed came and disconnected the power and tied it to the gutter.
- December 26th – Ed came back and fixed the power box from the 11th. He also fixed the timer that works the electric heaters.
- December 26th – The lights in the parking lot would surge and then turn off for a minute and come back on and do they same thing about five minutes later. John Ciardi believes it's the photocell and will have Ed look at it.

Technology

- The delivery computer was installed on December 16th and the receipt printer in the reference department was repurposed.
- Four new computers have been ordered. These needed to be updated since Windows 7 is no longer being supported in 2020.
- Children's computers will be replaced with more mobile and child-friendly tablets as soon as the plans for expansion have been submitted.

Youth Services

- Ms. Ciampaglione did storytime outreach events at Lakeview and at Riverview.
- Ms. Kabshura did storytime outreach at Denville Community Church Preschool.
- Ms. Ciampaglione did Hour of Code at Lakeview with three third grade classes. She did it at Riverview with four classes of third grade and two classes of fifth grade.
- Gingerbread Houses at Town Hall on 12/3 had 78 people attend. This year DJ LeFave also played music for the participants.
- The Holiday Decoration Exchange that was run by Melanie but for all ages was held on 12/14 and 58 people took items home with them.
- Noon Day Eve Party on 12/30 at Town Hall had 101 participants.

Adult Services

- The large print collection has been increased to the opposite side of the shelf leaving room for an expansion of the collection. The nonfiction collection has all been moved as well. The health totes and bookbags have been moved into the collection from the spot near the magazines.

Additional Grants/Prizes/Materials Received in 2019

- **ALA Hour of Code \$500 mini-grant (won in November 2019 and will receive check in 2020)**
- **\$973 worth of materials were purchased from our Amazon Wishlist in 2019.**

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

- Stephen Bias will be meeting with Ms. Koch shortly to discuss the project. We will also be meeting with Tom Graham regarding the engineering study.
- The State Library released the Notice of Grant Opportunity on 1/6/20.
https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act/. Ms. Koch is reviewing the application packet and has applied for the required application process webinar on January 22, 2020.

MONTHLY ACTIVITY REPORT: No comments.

MONTHLY STATISTICAL REPORT:

- The year attendance number should be noted at the Council Breakfast.
- The Statistical Report is missing some numbers as a result of the ILS migration at the end of December. These numbers will be updated as soon as POLARIS returns the historical server to MAIN.

OLD BUSINESS:

- The Council Breakfast date is January 25, 2019 at 9:00am. The Board would like to focus on the need for our expansion and the costs involved in this project.
- A motion was made by Ms. Breder, seconded by Mr. Johnson, and carried to approve the Board of Trustees meeting dates for 2020. A voice vote indicated all present in favor with no opposition expressed.
- After some discussion, a motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve the 2020 Budget as presented.

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

PUBLIC: There being no public in attendance, a motion was made by Mr. Johnson, 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:

- After discussion, it was decided to update the Policy Manual to limit card registration for a minor without a parent signature to a temporary card which limits items taken out by students with this card. This policy change will be ready for approval at the February meeting.
- There was much discussion of the grant application process put forth by the State Library Construction Bond Act. The application dates open March 9, 2020 through April 6, 2020. There is a required webinar on January 22, 2020; Ms. Koch has already sent in the application to attend. She is working on the project criteria, which include DEP approval and a community analysis. This analysis can be done by an architect/building consultant. There is also a need to contact a grant writer to organize this criteria within the application. A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to authorize the Director to use the Contingency

Fund, up to \$14,500.00, to engage the professional services of a grant writer and/or building consultant to assist with this application process.

- Baggot _Y_ ; Borecki _Y_ ; Danforth _-_ ; Dyer _Y_ ; Johnson _Y_ ; Unrath _Y_ ; Breder _Y_
- Ms. Koch will check with our architect, Mr. Bias, about including repairs to our existing plumbing in the expansion project proposal.
- Ms. Koch asked if any Board members would like to be part of a sub-committee for the expansion. Ms. Dyer, Ms. Breder and Mr. Borecki would be happy, time permitting, to work on this as needed with Ms. Koch.

ADJOURNMENT: A motion was made by Ms. Dyer, seconded by Mr. Johnson, to adjourn the meeting at 8:25 p.m. A voice vote indicated all present in favor with no opposition expressed.

Kevin Borecki, Vice President