

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, February 13, 2020, at the library. The President, Ms. Dyer, called the meeting to order at 7:04 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: Kevin Borecki  
Sandra Danforth  
Susan Dyer  
Robert Unrath  
Linda Breder

Also Present: Siobhan Koch, Library Director  
Christopher Golinski, Council Representative  
Susan Jansen, Staff

Absent: Janis Baggot Seth Johnson

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Danforth, seconded by Mr. Borecki, and carried to approve the minutes as amended from January 9, 2020 and the minutes from January 22, 2020 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

**TREASURER'S REPORT:** A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the Treasurer's Report for the period ending December 31, 2019 and January 31, 2020 and approve payment of bills on the Bill Lists dated January 31, 2020 and February 13, 2020.

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

**CORRESPONDENCE:** There was no correspondence.

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

Director Position

- January 15th – Promoting Your Library Webinar
- January 16th – Meeting with Stephen Bias, Donna Holmquist and Linda Breder
- January 17th – Meeting with Steven Ward, Linda Breder and Kevin Borecki
- January 17th – Phone call with the Mayor regarding the meeting with Steve Ward
- January 17th – Meeting with Stephen Bias regarding drawings of the building.
- January 21st – Phone call with Tom Graham from Dykstra Walker authorizing him to proceed with the parking lot plan
- January 21st – Meeting with the Mayor and Steven Ward
- January 22nd – Tech Assistance webinar for the State Grant
- January 22nd – Special Board Meeting at Town Hall

- January 24th – Phone call with the Mayor regarding the expansion
- January 25th – Council Breakfast
- January 25th – Phone call with Jeanette Botti from the Friends group. Library will be able to apply for grants with the Friends name as long as they see the grant application first.
- January 30th – Met with Stephen Bias regarding plans of the building

#### Personnel

- The employee continues to be on restricted duty from the injury two months ago.
- The positions in the Adult Services are awaiting the results of background checks.
- The position in Youth Services has been posted, awaiting interviews.

#### Technology

- The four new computers – tech services, a staff computer, the teen computer and the computer at the children’s desk – were installed on 1/23/20.

#### Youth Services

- Mr. Jon in Concert was very successful with 114 people. Mr. Jon is the singer of one of the preschool storytimes favorite songs “Snake in the Grass”.
- Maryellen Liddy received an email from Jenn regarding Monday Storytime, it included “I feel very lucky to live and work in this town, which offers so much to so many of all ages. The class is absolutely adorable and Louise has learned so much there. Thank you for the influence you and your staff have already had on her at such a young age.”

#### Adult Services

- 77 adult items were borrowed during our outreach events this month.

#### Grants/Prizes/Materials Received in 2019

- Denville Municipal Alliance has given us \$500 to put towards adult programming like yoga and meditation. Awarded in 2019 but will be used January 2020 – June 2020.
- ALA Hour of Code \$500 mini-grant (won in November 2019 and will receive check in 2020)

#### **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

- Signed the agreement with Stephen Bias to perform the architectural work
- Ms. Koch has had numerous meeting with Mr. Bias regarding the design of the building and about the existing building.
- Signed the agreement with Donna Holmquist of Preferred Planning to help with the grant writing.
- Tom Graham of Dykstra Walker has been authorized to work on the parking lot study.
- Ms. Koch watched the webinar required for the grant on 1/22/20.
- [https://www.njstatelib.org/services\\_for\\_libraries/new-jersey-library-construction-bond-act/](https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act/)

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

- Synergismus Duo concert was very enjoyable.

#### **MONTHLY STATISTICAL REPORT:**

- Freading is not being used.

**OLD BUSINESS:**

- A motion was made by Ms. Dyer, seconded by Ms. Danforth, and carried to update the Policy Manual policy for Juvenile cards with the new language. A voice vote indicated all present in favor with no opposition expressed.

**Expansion**

- Ms. Koch asked and the Board approved the architect's suggestion to revamp the present pump and bring the current bathrooms to present handicap codes in our State Grant application.
- Ms. Koch asked the Board to approve the most recent architect drawing as it needs to be sent to the DEP for approval before the State Grant application is submitted. A motion was made by Ms. Dyer, seconded by Mr. Borecki, and carried to approve the footprint on the latest architect plans, dated 2/13/2020, not to exceed these measurements, to be sent to the DEP for approval before the State Grant application is submitted. A voice vote indicated all present in favor with no opposition expressed.
- As part of the State Grant application, there was discussion of a generator, for use of the library as a warming station should there be a disaster. Mr. Golinski mentioned a generator on wheels, used by the Town in emergencies. Ms. Koch will ask Town about this as a possibility for our plans.
- Ms. Koch is trying to find an answer from the State Library about who must pass a Resolution for the grant application, the Board or the Town. A special meeting on March 5, 2020 at 8:00pm will be added so questions and information can be updated before the application packet is presented to the Board for the March 12, 2020 meeting.

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

- Ms. Koch reminded the Board of the Construction Planning meeting in Parsippany on March 18, 2020. Ms. Koch and Ms. Breder will attend.

**ADJOURNMENT:** A motion was made by Mr. Borecki, seconded by Ms. Danforth, to adjourn the meeting at 8:29 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Mr. Borecki, Vice President