

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, March 12, 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
Linda Breder

Also Present: Siobhan Koch, Library Director
Christopher Golinski, Council Representative
Anne Puppo, Maryellen Liddy, Melanie Ciampaglione, Susan Jansen, all staff

Absent: Sandra Danforth, Robert Unrath

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Borecki, seconded by Ms. Breder, and carried to approve the minutes from February 13, 2020 and order them filed. A voice vote indicated all present in favor with no opposition expressed and one abstention by Ms. Baggot.

TREASURER'S REPORT: A motion was made by Ms. Baggot, seconded by Ms. Dyer, and carried to approve the Treasurer's Report for the period ending February 29, 2020 and approve payment of bills on the Bill List dated February 29, 2020 and March 12, 2020.

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

CORRESPONDENCE:

Past Board member and past President, Al Atkinson, wrote with best wishes to the Board and congratulations on applying for the State Construction Bond Act. He wishes the Board the best with the hoped-for addition to the Library.

DIRECTOR'S REPORT:

Director Position

- There were many meetings to review renovation plans with Mr. Bias, Ms. Breder and Ms. Dyer and Mr. Borecki as they were available. Mayor Andes and Steve Ward also attended several of these meetings.
- February 4th – Discussed the renovation briefly with Mr. Grant. Ms. Breder was part of the conversation since it was as we finished our meeting with Mr. Bias.
- February 7th – Family Fun Night, Friday from 6 – 8, with Maryellen, Melanie, Christine, Annie, Ariel, Susan, Anne, Ilene and Laura. Also, a number of teen volunteers.

- February 10th – Mr. Bias with 2 engineers providing Electrical and Mechanical estimates. Later came back with a structural engineer.
- February 13th – Meeting with Donna from Preferred Planning regarding the grant.
- Pop-up Library continues at St. Francis and The Oaks as does outreach at Cook’s Pond.

Personnel

- Cynthia Murphy (9-1am) began March 5th and Krystine Whitmore (1-5pm) began March 2nd to fill the Part Time Adult Services/Reference Positions.
- We are waiting on fingerprints for the Youth Services position.
- Lynn Struebel is running the interviews for the Part Time Circulation Position.

Youth Services

- Melanie Ciampaglione did storytime outreach events at Lakeview on 2/4, 2/11, 2/18 and 2/25
- Christine Kabshura did storytime outreach at Denville Community Church Preschool on 2/13
- Annie Witt did storytime outreach at Learning experience on 2/14 with 2 classes
- Melanie Ciampaglione did storytime outreach at Goddard School on 2/27 with 2 classes
- Family Fun Night was successful with 222 people attending and 7 teen volunteers helping.
 - Instagram comment “We had a wonderful time! Thank you for hosting such fun family time together!”
 - Allison on Facebook “Thank you! As always such a great time was had by the kids. We have the best library, staff, and volunteers!”
 - Christine on Facebook “SO much fun!”
- Mickey Mouse’s visit brought in 91 people.
 - Christine on Facebook said “This was definitely the highlight of our week. Thanks for making such a magical day!!”

Adult Services

- The Composting program presented by POWWW brought in 30 adults.

Grants/Prizes/Materials Received in 2019

- Denville Clean Communities is buying additional 500 reusable totes for the Library.

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

1. Held multiple meetings with Mr. Bias and renovation committee regarding renovation plans.
2. Held meetings with the Mayor and Steve Ward to keep them informed on renovation plans.
3. Met with Donna from Preferred Planning to discuss grant.
4. Mr. Graham of Dykstra Walker submitted the proposed parking lot plan.

MONTHLY ACTIVITY REPORT:

- Baby Sloths were very cute.
- Pre-virus Covid-19 our programming is varied and the attendance numbers are strong.

MONTHLY STATISTICAL REPORT:

- Over the next few weeks-month it is expected that statistical numbers will go down while virus precautions are implemented in town.
- The staff will push online resources to all age groups and MAIN will increase the number of ebooks/audio that may be checked out on a library card.

OLD BUSINESS:

- Updated Expansion – Renovation plans were available from the architect. The meeting room should seat 149. Communication with the gardens will continue as needed regarding the parking lot. The architect added a 10% contingency into the final cost proposal. Denville Township has prepared their resolution, which will be included in the construction application packet. The DEP application has not been made yet. Ms. Koch and Mr. Bias will check on that. State departments may begin to slow down due to the effect of this virus.
- A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to approve Resolution 20-10, required by the State Library Grant Application.

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

- It was agreed that the Library may put out a press release with a general statement informing the Township citizens that the Library/Board are applying for a grant that will allow the library to expand the meeting room and Childrens Room and repair some infrastructure. This will enhance the patron's experience in programming and enjoyment of the Library.
- A motion was made by Ms. Dyer, seconded by Ms. Baggot, and carried to approve the hiring of Cynthia Murphy, starting on March 5, 2020, and Krystine Whitmore, starting March 2, 2020, as part time Adult Services Assistants. A voice vote indicated all present in favor with no opposition expressed.
- The Eagle project to enhance the Library garden space will proceed starting on March 28, 2020, with construction of planters and benches. The job should be ready for little library gardeners by April 19, 2020.

PUBLIC:

- A motion was made by Ms. Dyer, seconded by Mr. Johnson, to open the Public portion of the meeting.
- Present were several staff members: Anne Puppo, Maryellen Liddy and Melanie Ciampaglione.
- Ms. Ciampaglione noted that the Eagle Scout is making the raised garden beds and benches movable. She felt this would make the plot available to someone who might lose their plot to library construction.
- A motion was made by Ms. Dyer, seconded by Mr. Johnson, to close the Public portion of the meeting.

CLOSED SESSION: There was no Closed Session.

NEW BUSINESS:

- As of this date, March 12, 2020, New Jersey has declared a State of Emergency. Ms. Koch has prepared a Pandemic Policy. It has been reviewed by Steve Ward and the Town's attorney. At present the library is creating social distancing on computers and table areas. The Board agreed that programming should be cancelled through April 4, 2020. At that time the Board will reassess the current health situation. If Denville schools close the library will remain open, but move to pick-up of items at Circulation only. Patrons are free to call ahead and have items picked out for them, or place holds online. Reference will be available via email and phone. This stage will continue until health

precautions change and the Board can revue the next step. Notification of this change will be posted on the doors, website and social media.

- A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the new Infectious Disease and Pandemic Policy with the edits suggested by the Town Administrator and the Board.

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

- A friendly amendment was made to accept the updated version of the Emergency Closing Policy by Ms. Dyer, seconded by Ms. Breder. A voice vote indicated all present in favor with no opposition expressed.
- Extended Sick time, should a staff member fall ill to the Covid-19 virus, was discussed. It was decided that the Director could bring any case to the Board on a case by case basis.
- The Board agreed the Library could sell The Denville Historical Society and Museum's new book, *Denville Goes to War: Denville's story of WWI* by Peter Zablocki. Proceeds go to the renovation of the old school house. Also, the Denville Historical Society and Museum would like to borrow the First Library for an exhibit at the Museum. The Board agreed to the loan. Check out the Historical Society's Instagram page for old photos of Denville.

ADJOURNMENT: A motion was made by Ms. Dyer, seconded by Ms. Baggot, to adjourn the meeting at 8:48 p.m. A voice vote indicated all present in favor with no opposition expressed.

Janis Baggot, Secretary