

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Tuesday, April 7, 2020, online due to coronavirus. The President, Ms. Dyer, called the meeting to order at 7:03 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  
Seth Johnson  
Robert Unrath  
Linda Breder

Also Present: Siobhan Koch, Library Director  
Thomas Andes, Mayor  
Christopher Golinski, Council Representative  
Maryellen Liddy, Jennifer Franco, Melanie Ciampaglione, Susan Jansen, Staff

Absent: Janis Baggot

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Mr. Johnson, seconded by Ms. Danforth, and carried to approve the minutes from March 12, 2020 and order them filed. A voice vote indicated all present in favor with no opposition expressed and one abstention, Mr. Unrath.

**TREASURER'S REPORT:** A motion was made by Mr. Johnson, seconded by Ms. Danforth, and carried to approve the Treasurer's Report for the period ending March 31, 2020 and approve payment of bills on the Bill List dated March 31 and April 7, 2020.

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

#### **OLD BUSINESS:**

Grant Application Update:

The Grant Writer has sent the next section of the application for review. The DEP application was filed last week. The application date has been moved by the State Library to June 5, 2020. Our application should be submitted as soon as it is ready. Originally the State Library thought decisions would be made in July, but that might be September or later in 2020.

#### **PUBLIC:**

A motion was made by Mr. Johnson, seconded by Mr. Borecki, to open the Public portion of the meeting to comments on the Grant Application. There being no public questions received, a motion was made

by Mr. Johnson, seconded by Mr. Borecki, and carried to close this public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

**CORRESPONDENCE:**

Michele Schoenberg, staff, sent an email thanking the Board of Trustees for their support to the staff at this time. The Board is happy with the efforts and creativity made by staff, particularly Childrens' online programming.

**DIRECTOR'S REPORT:**

- After a normal beginning to the month, by March 14, 2020, the library was moving to respond to the Governor's mandates to limit use of and then final closure of the library on March 17, 2020. Ms. Koch has maintained contact with staff and MAIN and Board to keep everyone informed on developments as they happen.
- The new Youth Services Assistant's fingerprints have been returned without issue and we are determining a proposed start date.
- The Part-Time Circulation Assistant position search will continue when we reopen.
- The DEP application was signed by the Board President and Township Administrator.
- The Board and Director reviewed the Grant application that has been done to date and returned it to Donna at Preferred Planning.
- Youth Services virtual programs began on March 16, 2020. They have more than replaced all scheduled programs with online programs, including concerts, baking Teen Games and live animal storytimes. Some comments:
  - Katherine posted "I just want to say thank you for all joining in and doing these virtual storytimes. It is so comforting to hear your familiar voices, and see your faces. Love our library and our librarians!!!"
  - Wendy posted "Fantastic!! Love what you guys are doing!! Stay healthy."
  - Christine emailed "Thank uou and all the klids staff over there for keeping up with all of this! You are awesome and the girls LOVE it!"
- Adult Services started virtual programs on March 27 with Yoga, knitting and book chats.
- Ms. Koch is checking Primepoint and all staff are sending daily reports of their work, which she is keeping in a binder.

**STRATEGIC PLAN REPORT:** No comments.

**MONTHLY ACTIVITY REPORT:** You can see the programs that were originally planned and the virtual replacements. The childrens' programs are on Facebook and on the website.

**MONTHLY STATISTICAL REPORT:** No comments.

**NEW BUSINESS:**

- Ms. Koch, with Board approval, will create a process to reopen the library. First the building must be cleaned. Then it should open for staff to get things back in order. After that, social distancing might continue, leaving the library to start with curbside pickup or limiting the number of patrons in the building.
- A Publicity Committee was created to inform the public about the Grant Application in a positive way. With Ms. Koch, the committee will handle all items related to the possible expansion, in press releases, on the website and on social media. They will start this week. The committee will be Ms. Dyer, Mr. Borecki and Mr. Johnson. Ms. Breder, a member of the Grant Committee,

will be alternate as needed. A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve the Publicity Committee as created by the president. A voice vote indicated all present in favor with no opposition expressed.

- To replace in-library lectures, Edward Jones will provide free financial seminars through WebEx seminars. WebEx requires an email address to login. This requirement will be noted in program information. Edward Jones will not use these email addresses. Ms. Lefkowitz should get that in writing when setting up a program.
- Remember to fill out the Financial Disclosure by April 30, 2020.

**PUBLIC:** A motion was made by Mr. Johnson, seconded by Ms. Breder, to open the Public portion of the meeting to address any questions relating to this portion of the meeting. There being no public questions, a motion was made by Mr. Borecki, seconded by Ms. Danforth, and carried to close the public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

Adjourn Susan, Seth 7:54

**ADJOURNMENT:** A motion was made by Ms. Dyer, seconded by Mr. Johnson, to adjourn the meeting at 7:54 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Kevin Borecki, Vice President