

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, June 11, 2020, on Zoom. The President, Ms. Dyer called the meeting to order at 7:01 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
Sandra Danforth
Susan Dyer
Seth Johnson
Robert Unrath
Linda Breder

Also Present: Siobhan Koch, Library Director
Mayor Thomas Andes
Christopher Golinski, Council Representative
Anne Puppo, Ilene Lefkowitz, Melanie Ciampaglione and Susan Jansen, Staff

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Baggot, and carried to approve the minutes from May 14, 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 Mr. Johnson, seconded by Ms. Dyer, and carried to approve the Treasurer's Report for the period ending May 31, 2020 and approve payment of bills on the Bill List dated May 31, 2020 and June 11, 2020.

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

CORRESPONDENCE: There was no correspondence.

DIRECTOR'S REPORT:

Director Position,

- Ms. Koch spent the month attending numerous meetings regarding the State Library Grant application, staff and MAIN meetings and meetings, phone calls and webinars dealing with re-opening procedures and timelines.
- Through the month of May she went to the Library at least every four days to check on the Library and to empty the bookdrop and quarantine items for four days before checking them in.

Building and Grounds

- Many discussions with Mr. Bias, Mr. Graham and Ms. Holmqvist regarding the grant application.
- Grant Application was filed on 6/3/2020.

Youth Services

- All programs were done virtually in May.

Adult Services

- All programs were held virtually in May.

Social Media Recognition

- On May 19th, Webjunction included the Denville Library Cooking with Annie and Pantry Tips with Ilene in their post Social Library, Cooking Edition.

[https://www.webjunction.org/news/webjunction/social-library-](https://www.webjunction.org/news/webjunction/social-library-156.html?fbclid=IwAR1muYcRtw7bt_hbTFi1TGxQdrHyJ9Ny5ZhGYKokeuvO9uFA0_okqnVS1_c)

[156.html?fbclid=IwAR1muYcRtw7bt_hbTFi1TGxQdrHyJ9Ny5ZhGYKokeuvO9uFA0_okqnVS1_c](https://www.webjunction.org/news/webjunction/social-library-156.html?fbclid=IwAR1muYcRtw7bt_hbTFi1TGxQdrHyJ9Ny5ZhGYKokeuvO9uFA0_okqnVS1_c)

Grants/Prizes/Materials Received in 2020

- Denville Clean Communities is still planning on paying for two programs during the summer for children. These programs will now be done virtually instead of the originally planned in person format.
- The Library has applied for the OCLC Community Engagement Award, Libraries Lead with Digital Skills Grant, and the NJ Construction Bond Act Grant.

STRATEGIC PLAN REPORT:

Strategic Planning Implementation for May 2020

All Objectives continue to be met and expanded on during the pandemic.

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

- A number of the actions done in Objective II also fall under this category.

Objective V – Visit a Comfortable Place

- Multiple phone calls with Mr. Bias and Mr. Graham regarding renovation plans.
- Sent revisions back to Donna from Preferred Planning from Board members and myself.
- Responded to two residents emails regarding the renovation project with the help of the publicity committee.
- Submitted the NJ Construction Bond Act Grant on June 3rd.

MONTHLY ACTIVITY REPORT:

- There continues to be a wide variety of interesting programs for all ages and interests.

MONTHLY STATISTICAL REPORT:

- eBooks and eAudiobooks continue to be checked out in great numbers.
- Reference questions, via email and phone, are mostly about how to use CloudLibrary and other digital resources and asking when we will re-open.

OLD BUSINESS:

- Our NJ Construction Bond Act Grant application was submitted on June 3rd. We were the 120th application to be submitted. Ms. Koch will put the application on the website. Thank you to Ms. Breder for proofreading and to the Construction Committee and Board for all the help and support through this process. The original date for decisions was in July, but that will probably now be September or later into the Fall. Our timeline as of the submission date sees our next step beginning in April 2021, with bid proposals.
- Ms. Koch has received the Re-open Policy back from the attorney. The library is ready to re-open, with masks (thank you to Ms. Dyer), shields, directional arrows and cleaning supplies. Ms. Koch wrote to all our legislators and MAIN would like our libraries to try to keep on the same page when re-opening. We are just waiting for the Governor to announce libraries may re-open. There is concern that he may jump over curbside and open libraries to the public. Ms.

Koch and the Board agreed to allow curbside first, as in the plan, and let staff get comfortable with the new normal.

- Ms. Koch and Ms. Breder attended the Library Advocacy Seminar, whose message was do the best for the community. Ms. Koch will share the seminar with the Board next week.
- Town Hall will be fully staffed on Monday, June 15, 2020, and open to the public the following week.

PUBLIC:

- A motion was made by Ms. Dyer, seconded by Mr. Johnson, to open the Public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.
- Several staff members attended the meeting.
- There were no questions from the public.
- A motion was made by Ms. Baggot, seconded by Mr. Borecki, to close the Public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

NEW BUSINESS:

- Ms. Liddy has asked how Teen Summer Volunteers would be handled this year, suggesting they might be able to do in-town scavenger hunts. The Board would like Ms. Koch to clarify our insurance coverage offsite with our JIF representative before deciding on this question. The Board and Ms. Koch will also reword the volunteer application to define specific duties and requirements of teens, such as wearing masks and working within new library guidelines. Volunteers (and programs) may be allowed in phase 2 or 3 (TBD).
- Primepoint, the Library's staff time management provider is moving toward no signatures on POs. At present they will continue to sign invoices, but is the Board comfortable with their disclaimer in the future. The Board has asked Ms. Koch to see what the auditor requires on invoices, POs and vouchers.

CLOSED SESSION:

- A motion was made by Mr. Borecki, seconded by Ms. Baggot, and carried to go into Closed Session to discuss employee concerns and job description at 7:33 pm. A voice vote indicated all present in favor.
- A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to go out of Closed Session at 8:12 pm. A voice vote indicated all present in favor.

ACTION FROM CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Baggot, and carried to approve the new position and job description change of P/T Bookkeeper/HR to F/T Bookkeeper/HR/Administrative Assistant.

Baggot __Y__ ; Borecki __Y__ ; Danforth __Y__ ; Dyer __Y__ ; Johnson __Y__ ; Unrath __Y__ ; Breder __Y__

Ms. Koch will prepare the new job description and salary for the July 19, 2020 Board meeting, with the position to be effective after that meeting.

- A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to eliminate the current Administrative job description on October 1, 2020.

Baggot __Y__ ; Borecki __Y__ ; Danforth __Y__ ; Dyer __Y__ ; Johnson __Y__ ; Unrath __Y__ ; Breder __Y__

- The Board will call a special meeting on Thursday, June 18, 2020 to discuss employee leave of absence.

ADJOURNMENT: A motion was made by Mr. Johnson, seconded by Ms. Dyer, to adjourn the meeting at 8:19 p.m. A voice vote indicated all present in favor with no opposition expressed.

Janis Baggot, Secretary