

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, July 9 , 2020, at the library. 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: Janis Baggot - Yes
Kevin Borecki – Yes
Sandra Danforth - Yes
Susan Dyer - Yes
Seth Johnson - Yes
Robert Unrath – Absent
Linda Breder - Yes

Also Present: Siobhan Koch, Library Director

Absent: x

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the minutes from June 11, 2020 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

Baggot Y ; Borecki Y ; Danforth Y ; Dyer Y ; Johnson Y ; Unrath -
Breder Y

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 June 30, 2020 and approve payment of bills on the Bill list dated June 30th and dated July 9, 2020.

Baggot Y ; Borecki Y ; Danforth Y ; Dyer Y ; Johnson Y ; Unrath -
Breder Y

CORRESPONDENCE:

No correspondence

DIRECTOR'S REPORT:

Director's Portion:

- Numerous virtual meetings
- Meetings with attorney regarding re-opening

Personnel

- Two employees submitted notices to resign.
- The library is advertising for several positions.

Building and Grounds

- Issues with the air conditioning

Grants

- Discussed the grant awarded

STRATEGIC PLAN REPORT:

- The board expressed gratitude at the variety of programming, especially the cooking program.

STRATEGIC PLAN GOALS:

MONTHLY ACTIVITY REPORT:

MONTHLY STATISTICAL REPORT:

- eBooks and eAudiobooks continue to be checked out in great numbers – approximately double of last year.
- Curbside pick-up has resumed midmonth. Physical books are at a fraction of last year.

OLD BUSINESS:

- Reopening to public tied to Air Conditioning issue. The problem is currently affecting the office spaces of the library. It has been reported and fixed several times, only to continue breaking. It is working on a temporary basis, but should not be relied on to work for any length of time. A new unit must be built, which will take approximately 5 weeks, and then the install will require heavy equipment (another week) to install. Ms. Koch believed the new A/C unit is on order and has been paid from the town's emergency fund.

Minus having a working air conditioning unit, the staff has been more in the public portion of the library where the A/C is working better. There was concern by Ms. Koch that the lack of a working air conditioner is contributing to a lack of recirculating and filtering air in the library. As a reminder, NJ's guidance allowed libraries to be opened effective July 2 with limited capacity. As of today, the library remains closed to the public other than curbside pick-up.

Ms. Koch requested from the board guidance on delaying moving to the next phase (to allow the public in the building on a limited basis). The board discussed and agreed that the safety of staff and the public is of paramount importance and that absent a pressing need to move to the next phase of re-opening, it was sufficient to remain in our current status at least until the issue can be discussed again in the August board meeting

- Discussion on the Grant and Proposed new addition – Waiting on the DEP approval of the application. OPRA requests issued to town and library.

PUBLIC:

A motion was made by Ms. Dyer, seconded by Ms. Baggot, 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, via email or otherwise expressed.

A motion was made by Ms. Dyer, seconded by Mr. Borecki, to close the Public portion of the meeting. A voice vote indicated all present in favor.

CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Dyer and carried to go into Closed Session to discuss employee concerns and job descriptions at 7:37 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 8:09 pm.

ACTION FROM CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Danforth to approve the job description of “Manager of Administrative Services” and the job description of College Page
Baggot _Y___; Borecki _Y___; Danforth _Y___; Dyer _Y___; Johnson __Y___; Unrath __-__
Breder __Y___
- A motion was made by Mr. Johnson, seconded by Ms. Breder to approve the hiring of College Page Kayla
Baggot _Y___; Borecki _Y___; Danforth _Y___; Dyer _Y___; Johnson __Y___; Unrath __-__ Breder
__Y___

NEW BUSINESS:

- Discussed the annual audit. No one on the board, nor Ms. Koch expressed the need for more time to review.
A motion was made by Ms. Baggot, seconded by Mr. Johnson to approve the 2019 audit

Baggot _Y___; Borecki _Y___; Danforth _Y___; Dyer _Y___; Johnson __Y__ ; Unrath __-__ Breder
__Y__

- OPRA requests – the town has made a decision that they are no longer willing to perform OPRA requests for the library. Ms. Koch indicated 2 issues. One is the cost, and the second is that the Custodian of Records can be held liable for inaccuracies. The town's reasoning is that the clerk did not have access to the records at the library. Ms. Koch is concerned that the liability is being passed to the library, and no one at the library is currently trained. Concern was also raised about the rather abrupt nature of the ending of the service by the town.
 - The board discussed options such as finding a retired person who is properly trained. The board was in agreement that we will likely be forced to spend the money to find a qualified resource to solve this.
 - There is currently an outstanding OPRA request, that is due by 7/19
 - Ms. Koch will look to find someone who is qualified

- Policy Update – current NJ guidance on travel advisory.
A motion was made by Mr. Johnson, seconded by Ms. Baggot to approve all four policy changes (Travel Policy, Symptom Policy, Policy Regarding Possible Exposure, and Remote Policy Update)
Baggot _Y___; Borecki _Y___; Danforth _Y___; Dyer _Y___; Johnson __Y__ ; Unrath __-__
Breder __Y__

ADJOURNMENT: A motion was made by Mr. Johnson, seconded by Mr. Borecki, to adjourn the meeting at 8:36 p.m. A voice vote indicated all present in favor with no opposition expressed.

Janis Baggot, Secretary