

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, December 17, 2020, via a Zoom meeting. The President, Ms. Dyer, called the meeting to order at 7:02 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
Staff member(s)

Absent:

PLEDGE OF ALLEGIANCE

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

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

TREASURER'S REPORT: A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to approve the Treasurer's Report for the period ending November 30, 2020 and approve payment of bills on the Bill Lists dated December 8, 2020 and December 16, 2020. A voice vote indicated all present in favor with no opposition expressed.

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

CORRESPONDENCE: There was no correspondence to report.

DIRECTOR'S REPORT:

Director Position

- Meetings/Webinars Attended
 - November 4 – Oaks Pop-Up Library with Ilene
 - November 5 – Supervisors Meeting
 - November 6 – Virtual MAIN Directors Meeting
 - November 9 – Computer Usage allowed, Magellan updated
 - November 10 – Solus Webinar
 - November 12 – Virtual MAIN Board of Directors Meeting
 - November 13 – Virtual MAIN Membership Meeting
 - November 13 – Virtual Meeting with Phillip Berg regarding MAIN Presidency in 2021
 - November 17 – Virtual Governance Task Force Meeting
 - November 17 – Webinar Keeping Library Staff Safe - LibraryLinkNJ
 - November 18 – MAIN Medium Libraries Virtual Meeting
 - November 18 – MAIN ILS Committee Virtual Meeting
 - November 18 – Meeting with Maryellen regarding Youth Services
 - November 19 – Webinar Delivering Effective Customer Service – LibraryLinkNJ
 - November 18 – Supervisors Meeting
 - November 20 – Virtual MAIN Directors Meeting
- November 19 – Ms. Koch began covering the Manager of Administrative Services Position. Linda Breder is being the second signer on our Purchase Orders during this time.

Outdoor Programming/Outreach

- Pop-Ups were held at the Oaks (11/4), Cook's Pond Senior Housing (11/16), and outside of the library (11/7, 11/21, 11/28).
- Storytime at Gardner Field (11/10, 11/17).
- Children's Sunday Fun Days (11/1, 11/8).
- Zoom Reading to Riverview and Lakeview 2nd graders (11/11, 11/18, 11/25).
- Outdoor programming has ended as of December 1.

Personnel

- Annie Witt has resigned and her last day was 12/11. She is willing to fill in when schedules align.
- One page has returned from leave due to surgery and another will be out after surgery at the end of December.

Buildings and Grounds

- A new gas meter was installed by the gas company on 11/13. This is in preparation for a new connection that needs to be installed.
- The dumpster lids are no longer closing, along with the wheels being off; it needs to be replaced. John Ciardi is working with the company on this. On 12/15/20, Ms. Koch was informed it was ordered and will take 1-2 weeks.
- Issues with the thermostat in the children's room on November 2nd. Reading 57 and set for 68. Rob (Township's HVAC/plumbing person) came and fixed. Issue arose again on December 1st and notified John Ciardi. Reminded Rob on December 9th, he said it is on his list. Issue still has not yet been corrected as of 12/14. Mr. Unrath will also follow up with the Mayor. Small electric heater being used and unplugged each night.
- On November 5, requested that the light fixtures outside the main entrance be cleaned. John said he will take care of this. Not yet completed.

- Computer usage by 30 minute appointments as of 11/9/2020. This has been working out well. Some people would like more time, but feel this is best for safety.

Youth Services

- In person storytime began the week of September 22nd for ages 3 and up (11/10, 11/17)
- Children's received and filled 8 Reader Request Forms
- Sunday Fun Days art and crafts continued (11/1, 11/8, 11/21)
- Take and Make Crafts offered (11/21)
- Zoom Reading to 2nd Graders at Riverview and Lakeview (11/11, 11/18, 11/25)
- Virtual Programming: 11/5 – Dinosaurs Rock on Zoom, 11/6 – Google Drawing Art Class on Zoom, 11/25 – Preschool Storytime on FB Live

Adult Services

- Programs continued to be held virtually in November
- Tuesday Night Trivia continued weekly (11/3, 11/10, 11/17, 11/24)
- Curbside Printing continued. 5 pages of black and white for free each day.
- Adults received and filled 4 Reader Request Forms
- Grow with Google Classes: Google Docs (Part 1), Google Docs (Part 2)
- Yoga continued virtually (11/3, 11/10, 11/17, 11/24)
- Book Groups (11/7 at the Oaks, 11/10)
- Knitting/Crocheting (11/10, 11/24)
- Special programs (offered through Zoom):
 - VA Benefits Program by Andrea Capita (11/10)
 - Maintaining Health Through the Holidays by Monica Hansen (11/16)

Grants/Prizes/Materials Received in 2020

- Denville Municipal Alliance has given us \$500 to put towards adult programming like yoga and meditation. Awarded in 2019 but used in 2020.
- ALA Hour of Code \$500 mini-grant (won in November 2019 and received the check March 2020).
- Denville Clean Communities bought an additional 500 reusable totes for the Library.
- The Library was awarded the Libraries Lead with Digital Skills Grant worth \$2,000.
- The Library was awarded the Virtual Learning and Enhancement Grant worth \$1,000.
- Denville Clean Communities paid for Dinosaurs Rock Program Held virtually on Zoom in November.
- Denville Clean Communities bought 500 smaller totes and 500 larger totes for the Library.
- Denville Clean Communities paid \$500 towards an order of 29 ebooks/audiobooks regarding sustainability topics.

STRATEGIC PLAN REPORT: No specific questions or discussion.

STRATEGIC PLAN GOALS: No specific questions or discussion.

MONTHLY ACTIVITY REPORT: No specific questions or discussion.

MONTHLY STATISTICAL REPORT: The monthly statistical report will now be presented as an Excel document with all months available. The Board commented favorably on the robust circulation of

Children's materials, even during pandemic-shortened hours. It was noted that Interlibrary Loan has been working well.

OLD BUSINESS: No old business was discussed.

PUBLIC:

- A motion was made by Ms. Dyer, seconded by Ms. Danforth, to open the Public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

No questions were submitted via email by the general public. There was a question from a staff member regarding whether or not COVID vaccinations will be required for staff. That will probably be decided at the government level. Ms. Koch has reached out to Town Hall to see what they are doing, but nothing has been decided at their level as of yet. We will have to wait and see.

- A motion was made by Ms. Dyer, seconded by Mr. Johnson, to close the Public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

CLOSED SESSION:

- A motion was made by Ms. Dyer, seconded by Ms. Baggot, and carried to go into Closed Session to discuss the Director Evaluation and personnel matters at 7:50 pm. A voice vote indicated all present in favor with no opposition expressed.
- A motion was made by Ms. Baggot, seconded by Mr. Johnson, and carried to go out of Closed Session at 8:21 pm. A voice vote indicated all present in favor with no opposition expressed.

ACTION FROM CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Dyer, to award a 5% salary increase in 2021 to Anne Puppo, due to taking on increased responsibilities as Manager of Administrative Services.

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

- A motion was made by Mr. Johnson, seconded by Ms. Danforth, to award a 3% salary increase in 2021 to Siobhan Koch.

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

NEW BUSINESS:

- A motion was made by Ms. Dyer, seconded by Ms. Baggot, to make Saturday, July 3 (the Saturday of July 4th weekend) a day off for staff. The holiday will be celebrated on Monday, July 5th instead of on Sunday. A voice vote indicated all present in favor with no opposition expressed.

- The library's usual Council Breakfast will be held on Saturday, January 23 but will not be a "breakfast" due to COVID-19. We have the option of either doing a virtual meeting or meeting in Council chambers (socially distanced). The Board would prefer that it be a virtual meeting and will host the Zoom meeting. Details will be worked out at the next Board meeting.
- A motion was made by Mr. Johnson, seconded by Ms. Danforth, to give non-union staff a 2% increase for 2021.

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

- Proposed BOT Slate of Officers for 2021 will be voted on at the January meeting:
 - President: Kevin Borecki
 - Vice President: Seth Johnson
 - Treasurer: Susan Dyer
 - Secretary: Sandra Danforth
- Janis Baggot will be leaving the Board at the end of this year after over a decade of dedicated service.
- Ms. Koch will send out the proposed 2021 budget to Board members soon for comments. She is still waiting for some figures before it can be finalized. Our allotment will be higher next year.

ADJOURNMENT: A motion was made by Ms. Baggot, seconded by Mr. Johnson, to adjourn the meeting at 8:26 p.m. A voice vote indicated all present in favor with no opposition expressed.

Janis Baggot, Secretary