

Denville Public Library  
Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, January 14, 2021, virtually. The President, Ms. Dyer, called the meeting to order at 7:04 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  
Susan Dyer  
Seth Johnson  
Robert Unrath  
Linda Breder  
Tom Andes, Mayor

Also Present: Siobhan Koch, Library Director  
Library Staff member(s)

Absent: Sandra Danforth

#### **PLEDGE OF ALLEGIANCE**

#### **REORGANIZATION:**

- Robert Unrath, previously the Mayor's Alternate on the board, will now serve as a regular member.
- **Election of Officers:** A motion was made by Mr. Johnson, seconded by Ms. Breder, to elect the following slate of officers for 2021. A voice vote indicated all present in favor with no opposition expressed.

President: Kevin Borecki  
Treasurer: Robert Unrath  
Secretary: Susan Dyer

A motion was made by Mr. Borecki, seconded by Ms. Breder, to elect Seth Johnson as Vice-President for 2021. A voice vote indicated all present in favor with no opposition expressed. Mr. Borecki continued with the chairing of the meeting.

**RESOLUTIONS:** 21-1 Designation of Bank for 2021  
21-2 Designation of Funds to Capital  
21-3 Designation of Retirement Contingency Funds for 2021  
21-4 Designation of Baker & Taylor as Book Supplier for 2021 & 2022  
21-5 Designation of No Claimant Signature for Amazon & Daily Record 2021

A motion was made by Mr. Johnson, seconded by Ms. Dyer to approve the above Resolutions.  
Andes \_\_\_; Borecki \_Y\_\_\_; Danforth \_\_\_\_\_; Dyer \_Y\_\_\_; Johnson \_\_Y\_\_\_; Unrath \_\_Y\_\_\_ Breder \_\_Y\_\_\_

Discussion of Attorney for 2021 – Ms. Koch working with Thomas Ryan regarding quote. The Library has not yet received a quote.

**MINUTES:** A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the minutes from December 17, 2020 and order them filed.

Andes \_\_\_; Borecki \_Y\_\_\_; Danforth \_\_\_\_\_; Dyer \_Y\_\_\_; Johnson \_\_Y\_\_\_; Unrath \_\_Y\_\_\_ Breder \_Y\_\_\_

**TREASURER'S REPORT:** A motion was made by Ms. Dyer, seconded by Mr. Johnson, and carried to approve the Treasurer's Report for the period ending December 31, 2020 and approve payment of bills on the Bill Lists dated January 11, 2021 and January 14, 2021.

Andes \_\_Y\_\_\_; Borecki \_\_Y\_\_\_; Danforth \_\_\_\_\_; Dyer \_Y\_\_\_; Johnson \_Y\_\_\_; Unrath \_\_Y\_\_\_ Breder \_Y\_\_\_

**CORRESPONDENCE:**

The library received numerous nice comments about services provided. These will be included in the presentation for the Council. There was no official correspondence.

**DIRECTOR'S REPORT:**

**Director Position**

- Siobhan will serve as President of MAIN for 2021.
- She continues to fill in for the position of Manager of Administrative Services. Ms. Breder has continued to be the second signer on purchase orders during this time.
- **Meetings Attended:**
  - December 2 – Oaks Pop-up
  - December 2 – Supervisors Meeting
  - December 4 – MAIN Directors Virtual Meeting
  - December 9 – LibraryLinkNJ Virtual Membership Meeting
  - December 10 – MAIN Board of Directors Virtual Meeting
  - December 11 – Supervisors Meeting
  - December 15 – Safety Meeting at Town Hall
  - December 15 – MAIN Governance Task Force Virtual Meeting
  - December 16 – MAIN ILS Committee Virtual Meeting
  - December 18 – Supervisors Meeting
  - December 18 – MAIN Directors Virtual Meeting
  - December 22 – Supervisors Meeting
- On December 22 the Township provided individual lunches for all staff in lieu of the regular holiday luncheon buffet at town hall. The Mayor and Steve Ward delivered the meals and spoke with the staff.

**Outreach**

- Pop-Ups were held at the Oaks (12/2) and Cooks Pond (12/14).
- The last in-person storytime for the season was held on 12/1 at Gardner Field Pavilion.
- Zoom Reading to 2<sup>nd</sup> graders at Riverview and Lakeview (12/2, 12/9, 12/16, 12/23).
- Hour of Code participation with Lakeview and Riverview fourth graders (12/7 & 12/10).

**Personnel**

- The part time youth services position was advertised and a candidate has been chosen, pending the background check.

#### **Buildings and Grounds**

- The new gas connection was installed on 12/31.
- A replacement dumpster came in the first week of the new year.
- The heating issues in the Children's Room were corrected on 12/21. It was an issue with the wire that was connecting the thermostat.
- On November 5, requested that the light fixtures outside the main entrance be closed. Not yet completed.
- Computer usage by 30 minute appointments continued.

#### **Youth Services**

- Outdoor in person programs ended on 12/1.
- 10 Reader Request Forms were received and filled.
- Take and Make Crafts offered 12/4-5, 12/11-12, 12/18-19, 12/30. These projects were very popular.
- Zoom Visits with Santa were offered on 12/6 (19 visits), 12/8 (20 visits), and 12/17 (16 visits). The children's staff worked very hard on this and did a fantastic job.
- Preschool Storytime and Grinch Trivia were presented on Facebook Live.
- 13 virtual stick together puzzles were posted on the website, each with 3,996 pieces. Most were completed in under two days.

#### **Adult Services**

- Programs continued to be held virtually in December.
- Wednesday Night Trivia was very popular and continued weekly: 12/2, 12/9, 12/23, 12/30.
- Curbside Printing continued. Five pages of B&W printing offered free each day.
- No adult Reader Request Forms received in December.
- Yoga remains very popular and continued virtually: 12/1, 12/8, 12/15, 12/22, 12/29.
- Book Groups held 12/7 at the Oaks, 12/9.
- Knitting/Crocheting held 12/8.
- Special program, Breathing for Better Sleep by Karen Noel offered on 12/3.
- Displays: Warm and Cozy (Fiction) and Holidays (Nonfiction and Movies).

#### **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/eAudiobooks regarding sustainability topics.

**STRATEGIC PLAN REPORT:** Comments were made on the nice job being done.

#### **STRATEGIC PLAN GOALS:**

No discussion

**MONTHLY ACTIVITY REPORT:**

**MONTHLY STATISTICAL REPORT:**

- It was noted that Children's had more book circulation this past month than the pre-pandemic totals for the same period last year.
- There was a question raised about whether we will receive statistics on usage of the new MAIN app, either for MAIN in general or Denville users specifically.

**OLD BUSINESS:**

- The Council "Breakfast" will be held 1/23 at 9:00am on BlueJeans platform. Siobhan and Mr. Borecki will attend in person.
- The proposed Budget for 2021 was presented and discussed. Ms. Koch presented a detailed budget narrative. Highlights:
  - Library will receive more money from the township this year.
  - Health benefits costs are decreasing.
  - Electronic resources have a large increase due to higher use during pandemic, which is expected to continue in the future.
  - New online resources being offered through Brain Fuse: HelpNow (tutoring), JobNow (resume, cover letter, job help), VetNow (assistance to veterans). Help Now is being promoted through the school system.
  - Hoopla is being considered for purchase (pay per use model). This includes movies, music, ebooks, comic books, and audiobooks. It is well-used at the libraries that have it. The public has requested streaming movies and music.
  - Contingency: To cover costs that may arise associated with the building project, the pandemic or any unexpected costs. Money from this line that is not expended will be moved to Capital at the end of the year.

A motion was made by Mr. Johnson, seconded by Mr. Borecki, to approve the 2021 Budget.

Andes \_Y\_\_\_; Borecki \_\_Y\_ ; Danforth \_\_\_ ; Dyer \_Y\_\_\_ ; Johnson \_Y\_\_\_ ; Unrath \_\_Y\_\_ Breder \_Y\_\_

- No date has been set yet for the next round of library construction grants. We submitted an OPRA request on 1/3/21 to the State Library for information on how we scored on the original grant application in comparison to other applications.

**PUBLIC:**

A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to open the Public portion of the meeting at 7:52 p.m. A voice vote indicated all present in favor with no opposition expressed.

There was no public comment.

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

**CLOSED SESSION:** There was no Closed Session.

**NEW BUSINESS:**

- Ms. Koch will send new Treasurer Forms for JIF to Mr. Unrath.
- The MAIN membership agreement was discussed.

A motion was made by Mr. Johnson, seconded by Ms. Dyer, to approve the MAIN membership agreement for 2021.

Andes \_Y\_\_\_; Borecki \_\_Y\_;; Danforth \_\_\_\_\_; Dyer \_Y\_\_\_; Johnson \_Y\_\_\_; Unrath \_\_Y\_\_ Breder \_Y\_\_

- The Beautification Committee would like to put a bin of scarves out for people to take as wanted “to bring a little color” to Denville. They will be brought in at night.
- The library is a drop-off location for MLK Day Breakfast Bags.
- RB Digital is being replaced with PressReader. It includes many newspapers.

**ADJOURNMENT:** A motion was made by Mr. Johnson, seconded by Ms. Dyer, to adjourn the meeting at 8:03 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Susan Dyer, Secretary