

Denville Public Library  
121 Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, December 15, 2022, in the Denville Public Library Meeting Room. The President, Mr. Johnson, called the meeting to order at 7:04 p.m.

Mr. Johnson 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: Seth Johnson  
Susan Dyer  
Robert Unrath  
Michael Dunn  
Kevin Borecki  
Tom Andes, Mayor  
Linda Breder

Also Present: Siobhan Koch, Library Director  
Anne Puppo

Absent: Christopher Golinski, Council Representative

#### **PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Dyer, seconded by Mr. Unrath, and carried to approve the minutes from November 10, 2022 both; regular session and closed session 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 November 30, 2022 and approve payment of bills on the Bill Lists dated November 30, 2022 and December 15, 2022.

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

#### **CORRESPONDENCE:**

- On 12/6 the Library received a very positive posting on the Denville Residents & Business Owners Facebook page.

#### **DIRECTOR'S REPORT:**

- Siobhan reviewed highlights from the December 15, 2022 Director's Report.
  - Attended a few meetings.
  - The new phone system will have a lot of options and the decision has been made to initially use the auto attendant and see if there is any negative feedback. The system will be installed on 12/20 and staff will have training that day. The system will go live 12/21.

- Thanksgiving collection for Social Services.
- Woman's Club Giving Tree was put up on 11/17.
- Outreach continues with Pop Ups and Book Clubs.
- Ilene helped the Oaks with configuring where things should go in their new Library. Ilene, Lynn and Krys helped with getting the space ready for dedication.
- Drainage work is complete on the left side of the building.
- Library finally passed the Fire Inspection on 11/29.
- The roof project is all set. Just waiting on the weather at this point. Will probably take place in the spring.
- The flooring has been installed.
- New sweeps were installed on the front doors.
- The men's toilet was blocked and not flushing on the evening of 12/7. Someone had overflowed it with toilet paper and receipt paper. Our custodian John was able to fix it when he came in on 12/8.
- The correct countertop was installed today, 12/15.
- The DPW will repaint the parking lot lines and arrows in the spring of 2023.
- The new public copier was installed on 12/6 without issue. We will be keeping the older copier but we no longer have a contract for it. We will continue to use it until it is no longer operational. It has been moved to the front of the library by the door where we used to have our second copier until it stopped working.
- The new website is expected to be ready in the new year.
- 146 Letters to Santa were received by 12/10.
- In December we received an additional 400 of each Little Thunder and Big Thunder bags from Clean Communities.
- Clean Communities will be purchasing \$500 of Ebooks before the end of the year.
- Blu rays have been interfiled with DVD's.
- Childrens and family movies have been moved to previous Blu Ray location.
- Childrens graphic novels will be moved out of the childrens room to previous location of the childrens and family movies.

#### **STRATEGIC PLANNING:**

- No comments or questions.

#### **MONTHLY STATISTICAL REPORTS (Statistical Report & Reference/Digital Resources Statistics Report):**

- Statistical Report
  - No comments or questions.
- Reference & Digital Resources Statistics
  - No comments or questions

#### **OLD BUSINESS:**

- Building Updates
  - Building updates were discussed in Director's Report.
- School House Update
  - The BOT will discuss and make a decision at the next board meeting on 1/12/23.
  - There will be a discussion at the Council Breakfast on 1/21/23 regarding the School House project.

- Strategic Plan
  - The plan is to get the survey out in the new year.
- Debit Card Update
  - The account is in the process of being set up at Provident Bank. Signature card to be signed by all signing board members at tonight's meeting.

**PUBLIC:**

A motion was made by Ms. Dyer, seconded by Mr. Borecki, to open the Public portion of the meeting.

- No comments or questions.

A motion was made by Ms. Dyer, seconded by Mr. Borecki, to close the Public portion of the meeting.

**CLOSED SESSION:**

- A motion was made by Ms. Dyer, seconded by Mr. Borecki, and carried to go into Closed Session to discuss the director's evaluation and personnel matters at 7:56 pm. A voice vote indicated all present in favor.
- A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to go out of Closed Session at 9:10 pm. A voice vote indicated all present in favor.

**ACTION FROM CLOSED SESSION:**

A motion was made by Mr. Borecki, seconded by Ms. Dyer, to approve the salary adjustment agreed upon in closed session.

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

A motion was made by Ms. Dyer, seconded by Mr. Unrath, to approve the salary adjustment agreed upon in closed session.

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

A motion was made by Ms. Dyer, seconded by Mr. Borecki, to approve the salary adjustment agreed upon in closed session.

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

**NEW BUSINESS:**

- Discuss Library repairs made and still needed at Council Breakfast
  - It was decided that repairs made and still needed will be discussed at the Council Breakfast.
- Town Council Breakfast Location
  - The Library presentation for the Town Council Breakfast will be held at the Library in the meeting room on 1/21/23 @ 9:00 am.
- Main Annual Membership Agreement
  - The Main Annual Membership Agreement was discussed and voted on.

A motion was made by Mr. Borecki, seconded by Mr. Unrath, to approve the Main Annual Membership Agreement.

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

- Sandy's Memorial
  - Discussion of the need to possibly move the location of Sandy's Memorial for the front drainage pit. The Board would prefer not to move the memorial, however, addressing the drainage issue is the most important so if needed the memorial may be moved.
- Proposed Budget
  - Siobhan presented and discussed the proposed 2023 Budget. The final 2023 Budget will be presented at the next BOT meeting.
- 2023 BOT Positions
  - Discussion on 2023 BOT positions.
    - Proposed 2023 Slate of Officers:  
President - Susan Dyer  
Vice President – Seth Johnson  
Treasurer – Michael Dunn  
Secretary – one of the 2 new BOT members  
Superintendent's Representative – Linda Breder  
Mayor Andes  
New Member

**ADJOURNMENT:** A motion was made by Mr. Borecki, seconded by Mr. Unrath, to adjourn the meeting at 9:20 pm. A voice vote indicated all present in favor with no opposition expressed.

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Michael Dunn, Secretary