

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Library continues to be closed to the public due to the Coronavirus Pandemic.

The Board of Trustees of the Denville Public Library met in regular session on Thursday, May 14, 2020, virtually on Zoom. The President, Ms. Dyer, called the meeting to order at 7:00 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
Susan Dyer
Seth Johnson
Robert Unrath
Linda Breder

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

Absent: Sandra Danforth

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Mr. Borecki, and carried to approve the minutes from April 7, 2020 and order them filed. A voice vote indicated all present in favor with no opposition expressed and Ms. Baggot abstaining.

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 April 30, 2020, and approve payment of bills on the Bill Lists dated April 30, 2020 and May 14, 2020.

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

CORRESPONDENCE:

Ms. Koch received a letter of retirement from Susan Jansen.

DIRECTOR'S REPORT:

Director Position:

- Ms. Koch is keeping up with staff and supervisors weekly as well as the Town Mayor and Administrator;
- She is attending virtual meetings regarding MAIN and status of the libraries in the county and state;
- She attends webinars on safety procedures and Covid19, and reopening to the public.

- She goes into the library every four days to empty the bookdrop and discharge the books from her previous trip;
- She has continued working on the NJ Library Construction Bond application.
- The Town has agreed to still cover the cost of two Summer Programs for Children, which will now be virtual, through their Clean Communities grant.
- The library has received several emails about patrons enjoying our virtual programs this month.

Youth Services

- All programs were done virtually in April.
- Maryellen received an email from Jackie O. with this comment, "Hi!! Just wanted to reach out and thank you for all of the children's content you have been posting. Josie has been pretty sad that the big girls have school work and she doesn't. Having "library work" for her to do has been wonderful. So thank you!!!"
- Melanie received an email from Jackie K. with this comment after Melanie sent a birthday wish to her storytime children, "Thank you! That's so sweet! We really appreciate everyone at the library and all the virtual activities! (We had Halloween yesterday!)"
- Maryellen received an email from Kendall with this comment during the Scavenger Hunt, "Hope you're hanging in there during all this and thanks for all the way you and your team are thinking outside of the box to keep bringing our town it's library-joy!!!"

Adult Services

- All programs were held virtually in April
- Ilene received an email from Ruth with this comment "Thank you so much. I look forward to seeing you at the zoom crocheting zoom meeting. I want to tell you I visited the Denville Library FaceBook page and I was so happy to find Peter Zablocki's Presentation " Denville Goes to War" archived as a youtube.Both my husband and I really enjoyed watching it today. And afterwards my son had to see some of it. Thank you so much for organizing these online presentations and even more so archiving them. After we saw that presentation I saw your 5 minutes presentation on creating the Greek spice pack and how you used it in a Greek salad, talking about healthy eating. I am putting in the link of the Denville Library Facebook as well as the Denville Library Website in the upcoming GFWC Woman's Club of Denville Rockaway May Newsletter. I thought the Denville Library Facebook, which I looked at the first time today, was great for archiving past Denville Library virtual events."

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 will be used January 2020 – March 2020.
- ALA Hour of Code \$500 mini-grant (won in November 2019 and receive the check March 2020)
- Denville Clean Communities bought an additional 500 reusable totes for the Library.
- 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.

ALL PROGRAMS ARE VIRTUAL, DUE TO CLOSURE OF THE LIBRARY FOR COVID19 PANDEMIC.

STRATEGIC PLAN REPORT:

Strategic Planning Implementation for April 2020

Our virtual programs work with our Strategic Plan Objectives.

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.

- All museum passes are on hold until museums reopen.

Objective V – Visit a Comfortable Place

- Multiple phone calls with Mr. Bias and Mr. Graham regarding renovation plans.
- Created the FAQ page for the website on the renovation project.
- Sent revisions back to Donna from Preferred Planning from Board members and myself.
- Mr. Graham of Dykstra Walker finalized the submission to the DEP.
- Received and responded, with the help of the publicity committee, to three residents emails regarding the expansion.

MONTHLY ACTIVITY REPORT:

- **All programs this month are virtual, due to the library closure for Covid19.**
- Peter Zablocki, of DHS & Museum, will do a program for children that will incorporate old photos of Denville in a Where Is This, What IS There Now hunt. Check the DHS & Museum's Instagram for interesting old photos that are posted there.
- Programs have been enjoyed by a large number of people, 29,000 views in April. Children's programs are archived and may be viewed anytime after the initial posting of the program.
- Tutorials on FaceBook teach patrons the use of technology that the library can offer digitally.
- Staff is doing many diverse webinars for Training, and should be well informed and ready for the public when we reopen.

MONTHLY STATISTICAL REPORT:

- **All programs this month are virtual, due to the library closure for Covid19.**
- Our numbers for in-person activities are not there, but our virtual programs and digital resources are widely used and enjoyed.
- Our reference numbers are low, staff will take better note of calls they answer and help they provide for patrons.
- Kathleen Schneider is linking new books that are being ordered so we are ready for reopening.

OLD BUSINESS:

- Ms. Koch has sent the Board the latest updates to the NJ State Library Bond grant application. Please send all comments/ideas to the Director. The grant application should be ready to submit next week.
- The Reopening Pandemic Policy lists procedures for the reopening of the library. This policy is fluid and may be adjusted as the state advises new regulations. Right now, this plan includes materials and staff procedures. When patrons re enter the building, masks and social distancing will continue to be observed. Procedures for cleaning public areas will be followed. A motion was made by Ms. Baggot, seconded by Mr. Johnson, and carried to approve the Reopening Pandemic Policy as presented. A voice vote indicated all present in favor with no opposition expressed. The Policy will now be sent to the Attorney and Town Health officials for review. Ms. Dyer has arranged for Denville Cut & Sew to provide fabric masks for the staff.
- A motion was made by Mr. Johnson, seconded by Ms. Baggot, and carried to approve Resolution 20-02, Designation of auditors 2020. A voice vote indicated all present in favor with no opposition expressed. Ms. Koch will gather information on auditors to be considered at the end of this year, for next year.

PUBLIC:

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

Members of the public are staff members, Anne Puppo, Maryellen Liddy, Ilene Lefkowitz and Melanie Ciampaglione.

- A question was asked by a staff member, regarding ways to improve airflow in the staff office and the Childrens Room. Ms. Koch will check with Town and DPW for ideas to improve air circulation in the library.

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

NEW BUSINESS:

- After discussion that included some reopening procedures regarding the number of patrons in the building at a time, masks worn by staff and patrons, limit time for computer use, a motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the Pandemic Policy updates. A voice vote indicated all present in favor with no opposition expressed.
- Ms. Koch mentioned the program, Advocating for Libraries on June 4, 2020 at 7:00pm.
- A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to nominate Susan Dyer to speak on behalf of the Board in matters regarding the grant application and expansion. A voice vote indicated all present in favor with no opposition expressed.
- A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the retirement of Susan Jansen on October 1, 2020. A voice vote indicated all present in favor with no opposition expressed.
- Ms. Koch asked the Board when the library should reopen for curbside pickup. The Board agreed the library should be ready to reopen when the Governor lifts the closure of libraries in his reopening plan.
Ms. Koch has prepared a plan for safe working conditions for the staff. The desks will have shields, masks will be worn, curbside will be set up. Cleaning products are here. Returned books will be quarantined in the meeting room. Social distancing and directional arrows will be in place. The reopening will be decided by the Governor, and reopening may be quick.
- Bunny Riker is recovering from hip surgery. A get well card will be sent from the Board.

CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Baggot, and carried to go into Closed Session to discuss job description for Administrative Assistant at 8:12 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 8:40 pm. A voice vote indicated all present in favor.

ACTION FROM CLOSED SESSION:

- Ms. Koch will prepare a detailed F/T-P/T job description for the June meeting.

ADJOURNMENT: A motion was made by Ms. Dyer, seconded by Mr. Johnson, to adjourn the meeting at 8:42 p.m. A voice vote indicated all present in favor with no opposition expressed.

Janis Baggot, Secretary
CLOSED SESSION May 14, 2020