

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, November 14, 2019, at the library. The President, Mr. Johnson, called the meeting to order at 7:01 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: Janis Baggot
Kevin Borecki
Sandra Danforth
Susan Dyer
Seth Johnson
Robert Unrath
Linda Breder

Also Present: Siobhan Koch, Library Director
Susan Jansen, Staff

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Borecki, seconded by Ms. Baggot, and carried to approve the minutes from October 10, 2019 with three amendments and order them filed. A voice vote indicated all present in favor with no opposition expressed.

Baggot _Y_ ; Borecki _Y_ ; Danforth _Y_ ; Dyer _A_ ; Johnson _Y_ ; Unrath _A_ ; Breder _Y_

TREASURER'S REPORT: A motion was made by Mr. Borecki, seconded by Ms. Breder, and carried to approve the Treasurer's Report for the period ending October 31, 2019 and approve payment of bills on the Bill Lists dated October 31 and November 14, 2019.

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

CORRESPONDENCE:

- Ms. Koch received a note from a patron, thanking Ms. Ciampaglione for the fun her twin granddaughters have been having at Storytime.

DIRECTOR'S REPORT:

Director Position

- October 2nd – Friendraising Event in Florham Park with Elaine and Hank Muller from the Friends Group. The Mullers went back to the FOL with ideas for engaging their members.
- October 12th – Diwali Program at Town Hall run by Ms. Desai and Ms. Ciampaglione with help from Ms. Liddy. Ms. Desai and Ms. Koch served the food towards the end of the program. The mayor and Mrs. Andes stopped in to enjoy the festivities.
- October 18th – Halloween Spooktacular with Anne Puppo, Nicole Preston, Jenny Franco, Melanie Ciampaglione, Parinda Desai with face painting by Olivia Preston and help with the theater room from Will Ciampaglione

- Ms. Koch has been asked to be the Vice President of MAIN in 2020. The vote will take place on 11/14. If elected this also means that she would be President of MAIN in 2021 and Past President in 2022. The Vice Presidency means she will chair the ILS and the Member Relations Committees. The Past President position chairs the Policy and the Nominating Committees.

Personnel

- Karla Galarza-Payseur put in her resignation notice. Her last day was 10/26/19.
- The Youth Services Assistant position was advertised. A person has been chosen and has accepted the offer. We are just waiting on fingerprint results.
- Joseph Staltari began working on 10/18 as a library page. He will be working 3 hours a week.
- A staff training day will take place on 11/15. The Library will be closed.

Building and Grounds

- October 18th – A quarter of the parking lot was taken up by construction vehicles. After some discussion with the town it was determined that a Boy Scout project was happening behind the museum. Unfortunately, some additional work needed to be done before it could continue. Therefore, we have two spots being taken up with gravel. An update is supposed to come sometime after 11/4 on what is going on with this project.
- October 25th – Dave Sipple stopped by to discuss how the Beautification Committee could help the Library. I talked to him about what we would like to see and he said he would be discussing it with the committee. He was worried about stepping on the toes of the Friends of the Library but I told him they would be very happy to see something done to the landscaping. I did also say that if they thought of big changes that it would need to be run by the Board first, as all major landscaping work does.
- November 3rd & 4th – There were issues with the fire alarm connectivity to the call center. The gentleman from Preventive Measures came out and fixed a battery issue that was causing the time to be off and reset something that was jarred by a cell tower issue on the 3rd.

Technology

- October 17th – Noticed a loud whirring noise in the computer closet. Scott at MAIN worked over the phone with Ms. Desai and it was determined a new switch needed to be purchased.
- October 25th – Scott also found that the internet access point at the reference desk wasn't working completely properly. It has a lifetime warranty and Ms. Desai is working with the company to get a replacement.

Youth Services

- Ms. Ciampaglione and Ms. Kabshura did storytime outreach events at Lakeview, Riverview, Denville Community Church Preschool, NORWESCAP Early Head Start at Peer Place and Learning Experience.
- Celebrate the Children came for a visit on 10/2 and 10/9 and 10/23.
- An Inclusive Halloween Storytime was held on 10/19 with 8 kids and 6 adults.
 - Jennifer wrote an email to Ms. Ciampaglione "On behalf of me and the other moms I came with today we would like to extend a HUGE thank you for making today's story time such a pleasure! From the visual schedule to the calming lights it was perfect for our boys! It means a lot to us to have such a great community which is open to all children and their abilities. Hope we can continue to do more sensory friendly storytimes in the future:) Thank you again & happy Halloween"

Adult Services

- Cook's Pond Pop Up was held on 10/7, the Oaks Pop-Up was held on 10/7 and St. Francis on 10/8 and 10/22. Ilene held the craft outreach at St. Francis on 10/10. Ilene's Oaks Book Group was held on 10/26. Parinda's Cooks Pond Book Club was held on 10/28.

Museum Pass

- We have purchased a pass to Storm King to replace the Grounds for Sculpture pass that is no longer offered. We are hoping this pass comes either at the end of this month or in December.

Grants/Prizes Received in 2019

- Denville Clean Communities is giving us \$1,000 towards purchasing reusable tote bags that will have the Denville Library logo, as well as the Clean Communities logo.
- Denville Municipal Alliance has given us \$500 to put towards Ms. Desai's adult programming like yoga and meditation. Awarded in 2019 but will be used January 2020 – June 2020.

STRATEGIC PLAN REPORT:

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

Objective V – Visit a Comfortable Place

- The engineer is waiting for the leaves to fall in order to get the aerial pictures that are needed for the study. This should be finished soon.
- The State Library has finalized the criteria but not released the dates or how to apply yet for the Construction funding.

<https://www.njstatelib.org/assets/NEWJERSEYLIBRARYCONSTRUCTIONBONDACTRULES-Nov4.pdf>

MONTHLY ACTIVITY REPORT:

- Attendance can be up or down depending on the season and weather.
- The FOL has updated their By-Laws, set aside money for/and are watching landscaping with Beautification, and may be able to direct that money towards library needs and programs. They are discussing new fundraisers, and have mentioned reviving the Mystery Play.

MONTHLY STATISTICAL REPORT:

- Adult Circulation is up for the year, due in part to Programs bringing people in, second copies of bestsellers, displays, ILL and outreach.
- Adult A/V is down, which may be due to the ease of streaming and Audible.

OLD BUSINESS:

- Ms. Koch explained the new Macmillan eBooks and eAudiobooks policy, which limits use of their products by libraries. MAIN is waiting to see how boycotts are working before committing the consortium to a full boycott.
- The library requires all staff 18 and older be fingerprinted and have a background check. The Board agreed this could be done shortly after a current staff member (Page) turns 18 years old.

PUBLIC: There being no public in attendance, a motion was made by Ms. Dyer, seconded by Mr. Borecki, and carried to close the public portion of the meeting. A voice vote indicated all present in favor with no opposition expressed.

NEW BUSINESS:

- A motion was made by Ms. Dyer, seconded by Ms. Danforth, and carried to approve By-Laws changes in Policy Manual. A voice vote indicated all present in favor with no opposition expressed.
- Ms. Koch noted a line was dropped in the Programming Policy, regarding the process for a patron to disagree with a library program. A motion was made by Ms. Baggot, seconded by Ms. Breder to accept this and three other formatting changes that were made. A voice vote indicated all present in favor with no opposition expressed.

- The library attorney advised Ms. Koch to add a note to each program registration that noted patrons who register agree to be photographed for library use in promoting library programs. Non-registration programs will have a sign at the door specifying the same thing.
- Ms. Ciampaglione would like to do an online Radio Storytime with Mr. Lefevre on Denville Radio. This will be introduced with wording for listeners to please comment on the artistic presentation of the reading of the story.
- Library cards will be offered to all Denville children. This is a way to encourage children to enjoy a lifelong love of reading. Ms. Koch would also like to work with St. Clare's to present new parents with library card information. This could also lead to a family to gift a book to the library in the baby's name. Books could also be added to the library's Amazon wish list to make this easy for new parents.
- Two Girl Scout working toward their Silver Award have placed a collection box in the library for toiletries and items to be packaged and given to children taken from home by legal means. They will also run a Craft-emonium for children at the library in December.
- The Johnson Legislation passed on a referendum for the library in Mahwah, NJ. This allows the town to support the library in excess of the state regulated 1/3 of a mil. The referendum is good for 10 years and may again go to vote at that time.
- Please join the staff in the Denville Holiday Parade. We will be walking as the book "How the Grinch Stole Christmas". Come dressed as a "Who".
- We are covered through JIF for Cyber Liability Insurance if we submit the questionnaire that fulfills the JIF requirements. Staff training, and creation of a Cyber Liability Plan and Technologies Practices Plan are part of the requirements.
- Ms. Koch is waiting for town to send a copy of town contracts relating to the library. Mr. Unrath will check on that this week.

CLOSED SESSION:

- A motion was made by Ms. Danforth, seconded by Ms. Baggot, and carried to go into Closed Session to discuss the Director evaluation at 8:15 pm. A voice vote indicated all present in favor.
- A motion was made by Ms. Danforth, seconded by Ms. Baggot, and carried to go out of Closed Session at 8:30 pm. A voice vote indicated all present in favor.

ADJOURNMENT: A motion was made by Ms. Baggot, seconded by Ms. Dyer, to adjourn the meeting at 8:32 p.m. A voice vote indicated all present in favor with no opposition expressed.

Sandra Danforth, Secretary