

Denville Public Library
Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Thursday, September 12, 2019, at the library. The President, Mr. Johnson, called the meeting to order at 7:05 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
Sandra Danforth
Susan Dyer
Seth Johnson
Robert Unrath
Linda Breder

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

Absent: Kevin Borecki

PLEDGE OF ALLEGIANCE

PRESENTATION: Eagle Scout Candidate Matthew Baresh presented his project to the Library Board of Trustees. Matthew plans to, over the course of winter and spring, clear out and refurbish the DPL plot in the Denville Community Garden. His Powerpoint presentation set forth his plans to raise money, clear out the lot, build benches and garden boxes, and get the plot ready for our Book Worms Gardening Club next spring 2020. He will work with Ms. Melanie, our staff gardener. The Board was impressed with Matthew's plans and presentation. Family fundraising programs may be held in the library, and a donation can be suggested.

MINUTES: A motion was made by Ms. Danforth, seconded by Ms. Baggot, and carried to approve the minutes from August 8, 2019 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

TREASURER'S REPORT: A motion was made by Ms. Dyer, seconded by Ms. Breder, and carried to approve the Treasurer's Report for the period ending August 31, 2019, and approve payment of bills on the Bill Lists dated August 31, 2019 and September 12, 2019.

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

CORRESPONDENCE: Included in Director's Report

DIRECTOR'S REPORT:

Personnel

- Nick Mesa, library page, has given his two weeks' notice as of August 30, 2019. An ad has been placed for a page.
- Rosemary McBride, part-time, fill-in circulation assistant, has resigned as of August 1, 2019.

Technology

- Migrated the staff and trustee email from JerseyConnect to Gmail.

Building and Grounds

- August 30th – The men’s room bathroom was blocked. Plumber came on 9/3 to snake it.
- September 4th – Light in the adult nonfiction section was making a buzzing noise. The electrician came on September 5th and changed the ballast.
- September 5th – All bathrooms were not working and the women’s room overflowed again. Plumber came as well as the pump person and got the bathrooms working again.
- September 6th – New toilet installed in the men’s room.
- Ms. Koch is waiting for Mr. Ciardi to reply regarding future maintenance of bathrooms, the attendant flies and the running of water to clear pipes.

Youth Services

- The end of summer party was held at Town Hall on August 7th with 144 people in attendance. Unfortunately, the magician, who was recommended, did not perform a program suitable for all of the children in attendance and was asked to end his show early. The children still had ice cream and received free books. Since this is not the caliber program that the Library is used to, a redo magic show was scheduled on August 22nd and 94 people attended.
 - Jeanette wrote “Thank you so much for addressing this. I didn’t want to be that Mom to say that I thought the show was totally inappropriate, but it was, and I’m so glad that I’m not the only one to think so. You have worked so hard as have the other library staff to bring so many children joy this summer and it was so sad to have it end that way. Hope to be able to make it to the next show! Eternally grateful for everything you do and all your hard work.
- Vanessa wrote regarding preschool prom “We had such a great time! Thank you for all of these wonderful programs for the children”
- Anyeri wrote “I just wanted to take a moment to say thank you for everything. We have nice memories. My boy James is starting Kindergarten this year and so he will no longer be attending morning story time.”
- Mr. Johnson wrote “As President of the Lake Arrowhead Board of Trustees, on behalf of our community, I would like to thank Ms. Karla and Ms. Maryellen for bringing story time and crafting to Lake Arrowhead. The kids enjoyed the story telling, dancing, crafting, and checking out books. We hope you’ll be able to bring the program back in 2020.”
- 18 juvenile items were borrowed during our outreach events this month.
- Children’s had 22 teen volunteer hours in August.

Adult Services

- 78 adult items were borrowed during our outreach events this month.

Grants/Prizes Received in 2019

- ALA Hour of Code \$500 mini-grant (won in Nov 2018 and received check in January)
- NJ Maker’s Day \$300 grant – Materials for Makers Day
- NJ STEM Pathways Network \$300 grant – Food and Beading program for Makers Day
- Denville Municipal Alliance \$500 grant for purchase of books about self esteem and addiction. (started purchasing 12/18 – reimbursed in 2019 when \$500 was completely spent)
- Denville Clean Communities \$1000 grant for purchase of books about sustainability.
- SparkFun \$700 grant to purchase materials from their website for STEM programming
- Skyhorse Publishing sent a mixture of adult fiction and nonfiction titles worth over \$100 thanks to Ms. Lefkowitz winning a raffle at BookExpo.

STRATEGIC PLAN REPORT:

Ms. Koch will forward updated report for August 2019 to the Board members.

MONTHLY ACTIVITY REPORT:

- Baby Palooza is a Dance Party for toddlers.
- This weekend’s Keto Cooking program is almost full.

- The upcoming Life in an Edwardian Manor program is timed to coordinate with the release of the new Downton Abbey film.

MONTHLY STATISTICAL REPORT:

- Circulation is up from August 2018, while Attendance is down a bit.
- eBook and eAudiobook purchase prices will be going up. There is an ALA petition that deals with one of the publishers that is placing a 1 book purchase limit per title on each library. Other publishers are putting a 2 year limit on ownership of items. ALA is not petitioning this group of publishers. Hope is that another large library organization will try to fight this 2 year limit on purchased items.

OLD BUSINESS:

- The Audit was approved in August. This is the bound copy. Note that the auditor forgot to add the management response.
- The Policy Manual has been distributed to Board members for input. Due to busy schedules, Board members will have more time to read and comment on the policies. The Policy Manual will be adopted at the October meeting. Ms. Koch will send a reminder before the next meeting.
- Upcoming projects include the Strategic Plan update of Action Steps and Goals, the 2020 Budget, and the Employee Handbook revision.

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

CLOSED SESSION: There was no Closed Session.

NEW BUSINESS:

- Ms. Koch will forward the email containing the petition for NJ State Aid for Libraries, S2668 and A3801.
- Ms. Koch will also forward the ALA petition for eBooks and eAudiobooks.
- The Library will have a table at the Green Fair, this Sunday, September 15, 2019.
- Check the circulation desk for the flyer for Denville Restaurant Week.
- MAIN's 2020 Budget increases our assessment by \$700.00 for next year.
- The library should create some PR for the Eagle Scout project.
- MAIN will be doing a catalog clean-up with our ILS system, Polaris, on December 30 and 31, 2019. MAIN suggests closing on the 31st, to make the transition smoother and allowing the system to be ready on January 2, 2020. Ms. Koch will check our numbers for December 31, 2018 and the Board can make a decision as information becomes clearer.
- Ms. Danforth recommended a British gardening series "Gardens" might make a good program for the library. She also suggested offering the movie "Judgement at Nuremberg" as a quality movie for mid-November. Ms. Koch will check with the adult program coordinator and the movie licensing rights.

ADJOURNMENT: A motion was made by Ms. Danforth, seconded by Ms. Dyer, to adjourn the meeting at 8:35 p.m. A voice vote indicated all present in favor with no opposition expressed.

Sandra Danforth, Secretary