

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, March 9, 2023, in the Denville Public Library Meeting Room. The President, Ms. Dyer, called the meeting to order at 7:02 pm.

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: Seth Johnson
Susan Dyer
Michael Dunn
Carlos Duarte
Tom Andes, Mayor
Linda Breder

Also Present: Siobhan Koch, Library Director
Anne Puppo

Absent: Robbie Simpson
John Murphy, Council Liaison

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Duarte, seconded by Mr. Dunn, and carried to approve the minutes from February 9, 2023 and order them filed. A voice vote indicated all present in favor with no opposition expressed and Mayor Andes abstaining.

TREASURER'S REPORT: A motion was made by Mr. Dunn, seconded by Ms. Dyer, and carried to approve the Treasurer's Report for the period ending February 28, 2023 and approve payment of bills on the Bill Lists dated February 28, 2023 and March 9, 2023.

Johnson __Y__ ; Dyer __Y__ ; Dunn __Y__ ; Simpson __NA__ ; Duarte __Y__ ; Andes __Y__ ; Breder __Y__

CORRESPONDENCE:

- No correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from the March 9, 2023 Director's Report.
 - February 8, 2023 - Surveys and Bookmarks were dropped off at the Senior Center.
 - February 10, 2023 - Call with Ilene and Dwayne from Omnicore regarding portable charging devices. Devices would have an outlet and USB port. Additional information will be presented once received.
 - February 17, 2023 - Meeting with Glenn from Library Interiors to finalize furniture samples.

- February 23, 2023 - Meeting with Deborah Graybill, new executive director of Downtown Denville. The Library will be doing a bookwalk at Spring Into Denville on Saturday, April 8, 2023.
- February 23, 2023 - Meeting with George and Lynn from the Book Barn. They would like our discards. We will be working with them on having author signings at the Library a couple times a year.
- February 27, 2023 - Ilene spoke with the Libraries Speakers Bureau. An annual fee is charged for specific number of author presentations. The presentations are done virtually, 2-3 authors per month. Recordings of the presentations are available to view at a later time. The authors are countrywide. The program is relatively new and we are still in the process of obtaining additional details to see if it is something that we would like to participate in.
- The Strategic Planning Survey is now closed. It was put out from 1/21 – 2/28. 412 online surveys and 24 print surveys were submitted for a total of 436 surveys collected. The data is currently being compiled.
- The Friends 2023 Membership flyer is being prepared. They have once again allowed us to add an insert.
- Outreach, book groups for adults and children's storytimes continue.
- February 1, 2023 - Two pendant lights were out and John, our custodian was able to change them. Two lights in the fiction section were also out. John Ciardi notified Ed, the electrician. Ed fixed the two lights on 2/6.
- February 17, 2023 - Staff noticed the ceiling in the children's window was bubbling from water again. The roofing company came to look at the leak on February 22 and 23.
- February 24, 2023 - There was a sewer main issue in the line that runs from the library. It was spotted as a motorist saw a fountain sprouting up from the ground in front of the gardens. At first there was a thought that it would be an ordeal to fix and the library would need to close due to no water. After about two hours though, the DPW cleared enough of it and resealed the line and tried the water again and it seemed to re-pressurize and returned to working as normal. A huge thank you to the DPW for taking care of this. The director was told that the area where the water came up would be cleaned and limed and that the DEP would be notified.
- March 3, 2023 - Rapid Pump came to inspect the pump. The comment from the gentleman was that it needed a cleaning bad. He said the seal looked good. Cleaning is recommended twice a year. That schedule has not been followed. The Mayor will discuss with John Ciardi.
- As for the roof bid, the company has taken out all of the permits and work will begin when weather permits, as per John Ciardi on 3/5.
- The website company is going to be giving us control of the development side of the website this week. It should be operational very soon.
- Maryellen applied for an internship program from Rutgers for Summer Service back in November. At the end of February, the youth services staff virtually interviewed 6 applicants and have ranked their choices. We will be notified the week of March 13th if there are any matches. The applicants will get a \$5,000 stipend from Rutgers for participating.
- Black Arts History Tour and Pyramids, Obelisks, & Mummies were presented virtually with other libraries.
- Audiobooks have been weeded and shifting has begun.

- Shifted all nonfiction so that the first two columns of shelves can be removed to create more room for comfortable seating.

STRATEGIC PLANNING:

- Survey data is being compiled. We received 436 surveys this time and around 460 last time the survey was done.

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 Update
 - Already discussed in Director's Report
- School House Update
 - Will have more information the last week of May/first week of June.
- Strategic Plan Update
 - The survey is done and we are compiling the data.
 - Siobhan has reached out to a number of community leaders.
 - More information and details at the next BOT meeting.

PUBLIC:

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

- No public in attendance.

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

NEW BUSINESS:

- Zachary Orr has been hired for the Part time Youth Services Assistant position.

A motion was made by Mr. Johnson, seconded by Ms. Dyer, and carried to approve the hiring of Zachary Orr as a Part time Youth Services Assistant effective February 27, 2023.

Johnson __Y__ ; Dyer __Y__ ; Dunn __Y__ ; Simpson __NA__ ; Duarte __Y__ ; Andes __Y__ ; Breder __Y__

- Job Descriptions:
 - The following (6) job descriptions were discussed: Adult Services Assistant, Adult Services Supervisor, Cataloging Assistant, Circulation Assistant, Circulation Supervisor and Senior Circulation Assistant.
 - The board agreed to have the lawyer review the (6) job descriptions.

A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve the Adult Services Assistant, Adult Services Supervisor, Cataloging Assistant, Circulation Assistant, Circulation Supervisor and Senior Circulation Assistant job descriptions after lawyer review and approval.

Johnson__Y__ ; Dyer __Y__ ; Dunn__Y__ ; Simpson__NA__ ; Duarte __Y__ ; Andes __Y__ ; Breder __Y__

ADJOURNMENT: A motion was made by Mr. Duarte, seconded by Mr. Dunn, to adjourn the meeting at 8:14 pm. A voice vote indicated all present in favor with no opposition expressed.

Carlos Duarte, Secretary