

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, April 13, 2023, in the Denville Public Library Meeting Room. The President, Ms. Dyer, called the meeting to order at 7:01 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: Seth Johnson  
Susan Dyer  
Michael Dunn  
Robbie Simpson  
Tom Andes, Mayor

Also Present: Siobhan Koch, Library Director  
Anne Puppò  
John Murphy, Council Liaison

Absent: Carlos Duarte  
Linda Breder

#### **PLEDGE OF ALLEGIANCE**

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

**TREASURER'S REPORT:** A motion was made by Mr. Dunn, seconded by Mr. Johnson, and carried to approve the Treasurer's Report for the period ending March 31, 2023 and approve payment of bills on the Bill Lists dated March 31, 2023 and April 13, 2023.

#### **CORRESPONDENCE:**

- Women's Club of Denville and Rockaway sent a thank you for the Library's participation in the annual Women's Club Easter Basket donation project.

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

- Siobhan reviewed highlights from the April 13, 2023 Director's Report.
  - Attended a lot of strategic plan meetings with community leaders. The meetings were very informative and partnerships are getting stronger.
  - The Friends mailed their 2023 Membership flyer. Debbie Valerian has been voted in as Vice President.
  - Outreach, book groups for adults, teen nights and children's storytimes continue. Outreach at NORWESCAP Early Head Start at Peer Place has started again with Miss Chris.

- The Adult Services Assistant position has been re-advertised with a different schedule and a closing date of 4/7.
- March 16 – Library Interiors removed the columns of shelves and rearranged the end caps on the shelf with the Library of Things to be a wider shelf than what was there.
- The new roof installation should begin 3/24/23. The project will take at least 3 days. There is a 25 year warranty on the roof.
- The landscaping company completed the mulch installation on 3/12/23.
- March 27 – New poster printer was delivered. The one we had been using was a donation and did not work with Windows 10 so it was time to update.
- Meeting with JSMT to go through the website will be held on 4/12. Finalizing items with the events scheduling.
- We have been matched with an intern through the RSSI program. The applicant will get a \$5,000 stipend from Rutgers for participating. The intern must complete a minimum of 150 hours between May 30 – August 16.
- Adult programming continues. Two well received programs were Rant on 3/16 presented by Stephen Dublanica with 22 attendees and Investigating the Paranormal on 3/29 presented by Rich Moschella with 40 attendees.
- Two new display units have been added to the back.

#### **STRATEGIC PLANNING:**

- No comments or questions.

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

- Statistical Report
  - The programs/presentations categories of the report have been broken down further to match categories on the State Report that is filed annually.
- Reference & Digital Resources Statistics
  - No comments or questions

#### **OLD BUSINESS:**

- Building Update
  - The parking lots lines and arrows will be painted by the DPW. John will provide us with 2 day notice. Staff will park at St. Francis and patrons will park by the gardens.
- School House Update
  - The Mayor has confirmed that the project has been introduced and that he will have more information last week of May/first week of June.
- Strategic Plan
  - Maryellen has consolidated the survey results for the Strategic Planning Committee. Siobhan will reach out to them within a couple weeks to set up a time to discuss all results.

**PUBLIC:**

A motion was made by Mr. Dunn, seconded by Mr. Simpson, to open the Public portion of the meeting.

- No public in attendance.

A motion was made by Mr. Dunn, seconded by Mr. Simpson, to close the Public portion of the meeting.

**NEW BUSINESS:**

- Job Descriptions
  - All job descriptions (Manager of Administrative Services, Cataloging Assistant, Library Page – Minor, Adult Page, Circulation Assistant, Senior Circulation Assistant, Circulation Supervisor, Youth Services Assistant, Youth Services Supervisor, Adult Services Assistant and Adult Services Supervisor) have been updated and reviewed by the attorney.

A motion was made by Mr. Johnson, seconded by Ms. Dyer, to approve all job descriptions including the language update to the previously approved 6 job descriptions at 3/9/23 BOT meeting.

Johnson \_\_Y\_\_ ; Dyer \_\_Y\_\_ ; Dunn \_\_Y\_\_ ; Simpson \_\_Y\_\_ ; Duarte \_\_NA\_\_ ; Andes \_\_Y\_\_ ; Breder \_\_NA\_\_

- Fingerprint question
  - When current staff members turn 18 and are required to have a background check done as per our policy, they will be compensated for their time and also receive mileage reimbursement for their travel.
- Policy for Laptop/Tablet Use
  - Discussion of laptop/tablet use policy.

A motion was made by Mr. Johnson, seconded by Ms. Dyer, to approve the Policy for Laptop/Tablet use.

Johnson \_\_Y\_\_ ; Dyer \_\_Y\_\_ ; Dunn \_\_Y\_\_ ; Simpson \_\_Y\_\_ ; Duarte \_\_NA\_\_ ; Andes \_\_Y\_\_ ; Breder \_\_NA\_\_

- Seed Policy and Guidelines
  - Discussion of seed policy and guidelines.

A motion was made by Mr. Simpson, seconded by Mr. Dunn, to approve the Seed Policy and Guidelines.

Johnson \_\_Y\_\_ ; Dyer \_\_Y\_\_ ; Dunn \_\_Y\_\_ ; Simpson \_\_Y\_\_ ; Duarte \_\_NA\_\_ ; Andes \_\_Y\_\_ ; Breder \_\_NA\_\_

- Update of Museum Pass and Library of Things Policies
  - Discussion of the updates to the Museum Pass and Library of Things Policies.

A motion was made by Mr. Johnson, seconded by Mr. Dunn, to approve the updated Museum Pass and Library of Things Policies.

Johnson\_\_Y\_\_ ; Dyer \_\_Y\_\_ ; Dunn\_\_Y\_\_ ; Simpson\_\_Y\_\_ ; Duarte \_\_NA\_\_ ; Andes \_\_Y\_\_ ; Breder \_\_NA\_\_

- Resolution 23-5 discussion and approval
  - Resolution 23-5 was discussed and approved.

A motion was made by Mr. Johnson, seconded by Mr. Dunn, to approve Resolution 23-5 Encumbering of Additional Funds.

Johnson\_\_Y\_\_ ; Dyer \_\_Y\_\_ ; Dunn\_\_Y\_\_ ; Simpson\_\_Y\_\_ ; Duarte \_NA\_\_ ; Andes \_Y\_\_ ; Breder \_NA\_\_

- Financial disclosures
  - The Director reminded the board of trustees to complete their financial disclosures as soon as possible.
- New Providence Library joining Main
  - At the Main meeting today, Thursday, April 13, 2023, it was approved that New Providence would be joining Main. This will probably happen sometime in September.

**ADJOURNMENT:** A motion was made by Ms. Dyer, seconded by Mr. Johnson, to adjourn the meeting at 8:22 pm. A voice vote indicated all present in favor with no opposition expressed.

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Seth Johnson, Vice President