

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, January 12, 2023, in the Denville Public Library Meeting Room. 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: Seth Johnson
Susan Dyer
Michael Dunn
Robbie Simpson
Carlos Duarte
Tom Andes, Mayor
Linda Breder

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

Absent: X

PLEDGE OF ALLEGIANCE

REORGANIZATION

Election of Officers: A motion was made by Mr. Johnson, seconded by Mr. Simpson to elect the following slate of officers for 2023. A voice vote indicated all in favor with no opposition expressed.

President: Susan Dyer
Treasurer: Michael Dunn
Secretary: Carlos Duarte

A motion was made by Ms. Dyer, seconded by Mr. Simpson to elect Seth Johnson as Vice President for 2023. A voice vote indicated all in favor with no opposition expressed.

Ms. Dyer continued to chair the meeting as President.

RESOLUTIONS: 23-1 Designation of Bank 2023
23-2 No Claimant Signature for Amazon, Daily Record & Uline 2023
23-3 Designation of Lawyer 2023
23-4 Designation of Auditor 2023

A motion was made by Mr. Johnson, and seconded by Mr. Dunn to approve the above Resolutions.

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

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve the minutes from December 15, 2022 both; regular session, as amended, and closed session and order them filed. A voice vote indicated all present in favor with no opposition expressed with Mr. Duarte and Mr. Simpson abstaining.

TREASURER'S REPORT: A motion was made by Mr. Dunn, seconded by Mr. Johnson, and carried to approve the Encumbered Funds from 2022, Treasurer's Report for the period ending December 31, 2022 and approve payment of bills on the Bill Lists dated December 31, 2022 and January 12, 2023.

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

CORRESPONDENCE:

- No correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her January 12, 2023 Director's Report.
 - Attended her normal monthly meetings.
 - The staff had a painting night on 12/2/22.
 - The Township had their employee Holiday Luncheon on 12/20/23. Jennifer Franco and Kathleen Schneider were recognized and awarded 15 years of service pins.
 - Bunny Riker, former longtime President of the Friends group and current Vice President passed away on December 19th. As suggested by the family, the Staff of the Library sent a donation to the Beautification Committee in her memory.
 - 146 Letters from Santa were delivered. The library received nice feedback on the program.
 - The flooring company came on 12/5. Unfortunately they did not have the correct tile for either section. They returned on 12/12 to install the proper flooring. The flooring was completed. There is a rotted wood piece on the floor between the tile and the window in children's that John Ciardi has been asked to replace or cover up.
 - The correct countertop was installed on 12/14. Later that day another worker from the company installed the faucet and sealed the sink. This completes the kitchen/janitor closet repairs from the pipe leaking in the wall and onto the electrical socket.
 - On 1/11/23 the gutter was added to the front of the building.
 - The new public copier was installed on 12/6 without issue. The older copier we will be keeping but no longer have a contract for. We will continue to use it until it is no longer operational. It has been moved to the front of the library by the door where the second copier used to be before it stopped working.
 - The new phone system was installed on 12/20 and switched over on 12/21. Staff had training on 12/20. The switch went over well.
 - The new suggested changes to the website were sent on 1/3/23. We received an update today that the new website will be complete soon.
 - Story times continue.
 - Sunday Funday was held on 12/4 with 2 sessions. 81 total attendees decorated gingerbread houses.

- Melanie did an hour of code for four classes at Lakeview School on 12/5 with 84 participants.
- Scout visit, tour and activity with Pack 31 Lions (Kindergarten) with 17 attendees.
- Our five book groups continue, of which 2 are offsite at The Oaks and Cooks Pond.
- Tuesday yoga will no longer be virtual. It will be done in the Library.

STRATEGIC PLANNING:

- No comments or questions.

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

- Statistical Report
 - Library attendance numbers will be updated by the next meeting.
- Reference & Digital Resources Statistics
 - No comments or questions.

OLD BUSINESS:

- Building Updates
 - Siobhan reviewed the Summary of Repairs report.
 - The roof project will start in the spring as well as the remaining drainage pit that still needs to be installed.
- School House Discussion and Vote
 - Discussion on School House renovation.

A motion was made by Mr. Johnson, seconded by Mr. Dunn to approve up to \$200,000 to be used for the School House renovation.

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

- Strategic Plan
 - The survey will be put out next week
 - Debit Card Update
 - The debit card account set up is complete. Debit cards have been received and activated.

PUBLIC:

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

- No public in attendance.

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

NEW BUSINESS:

- Bank Accounts
 - Reviewed bank account procedures. Previous board members will be removed as signers and the new members will be added.

- Council Breakfast 1/21/23 @ 9:00 am in Library Meeting Room & 2024 Discussion
 - Reminder regarding the date, time and location of Council Breakfast.
 - There is a possibility that next year the Council Presentation will be held in the evening instead of the third Saturday in January. The Board agreed that this would be fine.
- Budget Discussion and Vote
 - Budget reviewed and discussed.

A motion was made by Mr. Johnson, seconded by Ms. Breder and carried to approve the 2023 Budget.

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

- Sale of Books
 - Reminder that as per the Library Policies program presenters can sell their books at their program.

ADJOURNMENT: A motion was made by Mr. Dunn, seconded by Mr. Simpson, to adjourn the meeting at 8:43 pm. A voice vote indicated all present in favor with no opposition expressed.

Carlos Duarte, Secretary