

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, November 14, 2024, in the Denville Public Library Meeting Room. The President, Mr. Dunn, called the meeting to order at 7:05 p.m.

Mr. Dunn announced that the notice requirements of the Open Public Meetings Act of the State of New Jersey for this meeting have been satisfied. Annual notice of the meetings of this Board, containing the time, date and location of this meeting is posted on the outside door of the Public Library and on the bulletin board at Town Hall. The annual notice was transmitted to two newspapers and filed with the Clerk of the Township of Denville.

ROLL: Present: Michael Dunn, President
Carlos Duarte, Vice President
Seth Johnson, Treasurer
Nancy Gerhardt, Secretary
Tom Andes, Mayor
Tara Baumann
Linda Breder, Superintendent Alternate

Also Present: Siobhan Koch, Library Director
Anne Puppo, Manager of Administrative Services

Absent: Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Ms. Gerhardt, seconded by Mr. Duarte, and carried to approve the minutes from October 10, 2024 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

TREASURER'S REPORT: A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve the Treasurer's Report for the period ending October 31, 2024 and approve payment of bills on the Bill Lists dated October 31, 2024 and November 14, 2024.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-Y; Breder-Y

CORRESPONDENCE:

- none

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her November 14, 2024 Director's Report.
 - October 8 - League of Women Voters came to have a table to register people to vote.
 - October 12- Woman's Club came to have a table to register people to vote.
 - October 16 – Special Membership meeting – Berkley Heights will be joining Main.
 - October 20 – Trunk or Treat in Lower Bloomfield Lot- 493 participants.

- October 29 – Met with student from Morris Knolls regarding an instrument Library.
- The new ILS has been chosen by Main. The switch will take place in early 2025 to Koha through Bywater.
- November 7 – New chairs with the electric and proper shelf were delivered. The old chairs were taken to the warehouse once the casters were removed. The chairs did not have the correct casters so the casters were switched with the casters from the old chairs. The new casters have been ordered and will be sent.
- New desktops for 4 public computers, the reference desk, the children’s computer in the office and the circ supervisor’s desk, new laptops for adult services supervisor, the youth services supervisor, the manager of administrative services and the director were installed yesterday, 11/13 and today, 11/14.
- Virtual lectures with other libraries are very well received and going well.
- New quilting club started – held on 9/4 and 9/18 with 10 attendees each time.

STRATEGIC PLANNING:

- No questions or comments.

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

- Statistical Report
 - No questions or comments.
- Reference & Digital Resources Statistics
 - No questions or comments.

OLD BUSINESS:

- School House Update
 - No update
- Building Update
 - Furniture update:
 - Discussed in director’s report
 - Looking into getting the building power washed.
 - Meeting with Sal to discuss maintenance plan.
- Employee Handbook
 - Final draft reviewed and discussed.

A motion was made by Ms. Bauman, seconded by Mr. Dunn, and carried to approve the Employee Handbook effective 1/1/25.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-Y; Breder-Y

- ESCNJ
 - Additional form was signed by the Board President and Secretary.
- Audit

- Final audit was distributed to all board members.

PUBLIC:

- No public in attendance.

CLOSED SESSION:

- A motion was made by Mr. Dunn, seconded by Mr. Johnson, and carried to go into Closed Session to discuss the director evaluation at 7:44 pm. A voice vote indicated all present in favor.
- Director evaluation was discussed. Mr. Dunn is appointing Ms. Baumann, Mr. Johnson and Mr. Duarte to the Director Evaluation Committee.
- A motion was made by Mr. Duarte, seconded by Ms. Gerhardt, and carried to go out of Closed Session at 8:06 pm. A voice vote indicated all present in favor.

NEW BUSINESS:

- Leave of absences discussed.

A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve a childrens library assistant's unpaid leave of absence from December 7, 2024 through December 28, 2024.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-X; Breder-Y

A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve a leave of absence extension until February 13, 2025 for circulation assistant currently on leave.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-X; Breder-Y

- Main Agreement reviewed and discussed.

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve the Main Agreement.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-X; Breder-Y

- Budget Transfer – Resolution 24-14 – was reviewed and discussed.

A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve Resolution 24-14, Budget Transfer.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-Y; Baumann-X; Breder-Y

- Desktop Donation to The Township – the library has donated 17 old desktops to the township.

A motion was made by Mr. Johnson, seconded by Mr. Dunn to approve the donation of 17 desktops to the Township.

Dunn-Y; Duarte-Y; Johnson-Y; Gerhardt-Y; Andes-abstain; Baumann-X; Breder-Y

ADJOURNMENT: A motion was made by Mr. Duarte, seconded by Ms. Gerhardt, to adjourn the meeting at 8:30pm. A voice vote indicated all present in favor with no opposition expressed.

Nancy Gerhardt, Secretary