

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, December 12, 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
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
Staff

Absent: Carlos Duarte, Vice President
Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve the minutes from November 14, 2024 both; regular session and closed session and order them filed. A voice vote indicated all present in favor with no opposition expressed and Ms. Baumann abstaining.

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 November 30, 2024 and approve payment of bills on the Bill Lists dated November 30, 2024 and December 12, 2024.

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

CORRESPONDENCE:

- None

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her December 12, 2024 Director's Report.
 - November 1 – NJLA Public Policy Committee meeting online.
 - Attended a lot of Main Policy and Personnel meetings this month.

- Worked on setting up Kanopy, Craftsby, and Great Courses for our patrons. Kanopy will be available soon, it is in the testing phase. The other two are available now.
- We have purchased a pass for the Turtleback Zoo.
- Community Partnerships and Outreach:
 - Woman's Club – Giving Tee
 - Social Services – Thanksgiving Drive and then Toy Drive
- Matthew Higgins has resigned his position. His last day will be 12/23. His position has been posted.
- We have advertised a position for a temporary circulation assistant to fill in.
- We have advertised for a youth services assistant position. We have an open position and will have another come March.
- Still waiting on TBS install for time and print management. We will be using Envisionware until TBS is able to be installed.
- Currently 207 letters to Santa. 12/14/24 is the last day to submit your letter to Santa.
- Library Chef – 23 people signed up for the app and 17 signed up for live classes.
- Quilting Club – 11/6- attendees and 11/20 – 8 attendees.
- 11/24 – Ordered \$1,000 worth of books on sustainability topics for the collection with Clean Communities funds.
- Storytimes, craft kits, outreach and book groups for adults continue.

STRATEGIC PLANNING:

- Strategic Planning report will now be done quarterly and just be goals.

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
 - Bookshelves are still on back order.
 - The locking casters are in the warehouse and will be installed next Thursday, 12/19/24.
 - The new tree was planted but the stump was not removed.
 - The Town Council Budget Presentation will be Tuesday, January 28, 2025 at Town Hall at 7:00 pm.

PUBLIC:

- Maryellen Liddy, Youth Services Supervisor, thanked the director for all of her help with various programs. She also thanked her staff for going above and beyond. The gingerbread houses program which is funded by the Friends of the Library was another huge success this

year. The kids and big kids too are enjoying Buddy the Elf and the Grinch photo stations. Childrens will be hosting a Sunday Funday this Sunday, 12/15. The Santa Letters are a huge hit again this year. Last year there were 201 total letters. Right now we are up to 207 and cutoff is this Saturday, 12/14. Letters will be hand delivered next week to Denville and within a 3 mile radius. The others will be mailed.

- Ms. Liddy has applied for the 2025 Internship Program from Rutgers. The library has had interns from this program the past 2 summers.

CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to go into Closed Session to discuss the director evaluation and personnel at 8:13 pm. A voice vote indicated all present in favor.
- Director evaluation and personnel items were discussed.
- A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to go out of Closed Session at 8:56 pm. A voice vote indicated all present in favor.

ACTION FROM CLOSED SESSION:

A motion was made by Mr. Johnson, seconded by Mr. Dunn, and carried to approve the salary increase of 2% for the director.

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

NEW BUSINESS:

- Foundation
 - Mr. Dunn is interested but more information is needed.
 - The director will collect some information on other library foundations.
 - Mr. Dunn will attend the next FOL meeting with the director.
- Temporary Circulation Assistant job description

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the Temporary Circulation Assistant job description.

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

- Board Positions will change in January, the proposed slate will be:
 - Mr. Duarte, President
 - Mr. Johnson, Vice President
 - Ms. Gerhardt, Treasurer
 - Ms. Baumann, Secretary
- Salaries

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve eligible non union members salary increase of 2% or to minimum wage.

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

ADJOURNMENT: A motion was made by Mr. Dunn, seconded by Mr. Johnson, to adjourn the meeting at 9:02. A voice vote indicated all present in favor with no opposition expressed.

Nancy Gerhardt, Secretary