

Denville Public Library
121 Diamond Spring Road
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Monday, March 18, 2024, in the Denville Public Library Meeting Room. The President, Mr. Dunn, called the meeting to order at 7:17 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
Tom Andes, Mayor (attended a portion of the meeting)
Tara Baumann
Linda Breder, Superintendent Alternate

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

Absent: Nancy Gerhardt, Secretary
Angela Cote, Council Liaison

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve the minutes from both; regular session and closed session 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 Mr. Duarte, and carried to approve the Treasurer's Report for the period ending February 29, 2024 and approve payment of bills on the Bill Lists dated February 29, 2024 and March 18, 2024.

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

CORRESPONDENCE:

- The Board received a thank you from Anne Puppo for their sympathy card and their donation to St. Judes in memory of her mother, Bernadette Ryan.
- The Board received a letter from a patron who was a former employee of the DPL and commended the library staff for doing a spectacular job during the renovations and was hoping to see the project completed soon.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her March 18, 2024 Director's Report.
 - February 7 – Met with Stephen Crighton the new Executive Director of the BID. The Library will be partnering with the BID and participating in Spring into Downtown Denville on Saturday, March 30, 2024.
 - February 28 – Sent a letter confirming the Library's interest in being part of the Palace Project. This is a State Initiative that hopes to have digital resources in one place. It is a free service through the State Library.
 - Requested another 120 free COVID tests from Morris County Health Department to distribute to our patrons.
 - Denville moved from Intermediate Size to Large in the Main Library Alliance with the addition of Raritan library.
 - Marion Cunic posted on Facebook on 3/4/24 – "A huge shoutout to the staff of the Denville Library who have been working for the past several weeks under less than ideal conditions due the delay in the work being done in the main library. They always have a smile when one is greeted as they work in the crowded space at the Denville Historical Museum, have books for adults and children and are doing their best to keep the library service going in our community. Thank you to all the staff of the Denville Library. Also a thank you to the Denville Historical Society for the use of their space at this time."
 - Nicole Preston, part time youth services assistant, put in her letter of resignation. Her last day will be March 29th. An Ad has been placed to fill this position.
 - Storytimes, outreach and book groups for adults continue.
 - Drop in crafternoon events have been extremely successful.
 - 2/29 – Notified that we will be getting another Rutger's intern for the summer.
 - Our seed library program will begin again soon.

SRATEGIC PLANNING:

- No questions or comments.

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

- Statistical Report
 - Numbers are down in comparison to last year due to library closure but are still good figures.
- Reference & Digital Resources Statistics
 - No questions or comments.

OLD BUSINESS:

- School House Update
 - The Township has been approved for the 1 million dollars in federal funding that was applied for through a grant offered by Mikie Sherrill. The architect has been contacted to update figure and once the funding is received the project will go out to bid.
- Building Update
 - All renovation work has been completed and we are all set for our reopening tomorrow, Tuesday, March 19, 2024. Roof is still holding.

- Bathrooms have been fine.
- We are waiting on the final flooring invoice from Ochoa Enterprises, LLC. The board agreed the check could be issued before the next meeting as long as total amount was below Resolution 24-10.
- Protection of Minors
 - Policy Addressing the Protection and Safe Treatment of Minors was presented and discussed.

A motion was made by Mr. Johnson, seconded by Mr. Duarte and carried to approve the Protection of Minors Policy with changes presented.

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

- Strategic Plan
 - Denville Library Strategic Objectives and Action Steps 2024-2027 was presented and discussed.

A motion was made by Mr. Johnson, seconded by Ms. Breder and carried to approve the Strategic Plan 2024-2027.

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

- Oshima Estate
 - The Library has received an \$80,000 endowment of the Estate of Lillian E. Oshima. The lawyer has reviewed all documents. The Board President will need to sign and get notarized the Refunding Bond and Release document and Waiver of Formal Accounting, Release & Indemnification document. The staff is discussing options for the endowment.

PUBLIC:

- No public in attendance.

CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to go into Closed Session to discuss personnel at 9:12 pm. A voice vote indicated all present in favor.
 - Personnel matters were discussed.
- A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to go out of Closed Session at 9:43 pm. A voice vote indicated all present in favor.

NEW BUSINESS:

- Monthly BOT Packet
 - After monthly board meetings the staff will be emailed approved minutes from the prior month's meeting, the Library Staff Events/Training Report along with the Director's

Report, the Strategic Planning Report, the Statistical Report and the Reference and Digital Resources Statistics Report which are already being sent.

- The State Report was sent in on 3/15/2024.
- Denville Media will possibly be using the Openaki House and can use the Library chairs that are stored there.
- Friday morning, March 22, 2024 there will be a presentation of the neurodiversity books that were donated to the Library by Lakeview students on behalf of Denville S.P.A.R.K.

ADJOURNMENT: A motion was made by Mr. Duarte, seconded by Ms. Baumann, to adjourn the meeting at 9:55 pm. A voice vote indicated all present in favor with no opposition expressed.

Nancy Gerhardt, Secretary