

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 11, 2024, in the Denville Public Library Meeting Room. The President, Mr. Dunn, called the meeting to order at 7:02 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 Puppò, Manager of Administrative Services
Angela Cote, Council Liaison
Staff

Absent: X

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Breder, 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 and Ms. Gerhardt 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 March 31, 2024 and approve payment of bills on the Bill Lists dated March 31, 2024 and April 11, 2024.

Dunn – Y ; Duarte – not present for vote ; Johnson – Y ; Gerhardt – Y ; Andes – not present for vote ; Baumann – Y ; Breder – Y

CORRESPONDENCE:

- None

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her April 11, 2024 Director's Report.
 - March 1 – Sent the technology and business continuity plans to the lawyer for review. He is also still reviewing the employee handbook.

- March 21 – Siobhan and Ilene saw a demonstration of TBS the new time and print management system that Main will be supporting instead of Envisionware. The changeover will probably occur in the summer.
- March 22 – Presentation by Lakeview of books purchased by Lakeview students on behalf of S.P.A.R.K. Lakeview students raised funds to purchase the books about neurodiversity for the library, made bookmarks, bought supplies for a camp and raised money for S.P.A.R.K. The books were dropped off yesterday and are being put into the system.
- March 26 – Requested promotional items from Hoopla for upcoming outreach events. Received pens and pop sockets on 4/8/24.
- March 26 – Ordered promotional items from Overdrive for upcoming outreach events.
- March 27 – Friends Meeting at Town Hall. The Friends have a new format for their donation drive mailer.
- March 30 – Maryellen, Chris and Siobhan participated in Downtown Denville’s Spring into Denville event providing crafts and eggs for kids while they waited for pictures with the bunny.
- Provided 120 At Home Covid Tests to patrons. Tests were donated by the Morris County Health Department. The Library will be getting another 120 to hand out in May.
- Provided 200 Eclipse Glasses to patrons.
- Read Across America 3/1 Laura 2 classes at Lakeview with 39 and 3/6 Melanie at Norwescap Peer Place with 32.
- April – Women’s Club has put out the pinwheels again to promote awareness of Child Abuse.
- March 27-April 27 – Denville Arts Council Mini Art Show. The Artist’s Reception was held on April 8th.
- Nicole Preston’s last day was March 29th. The youth services assistant position was advertised and selected applicants are being interviewed.
- Karen Birmingham has given her letter of intent to leave her circulation assistant position. This position has been advertised.
- New furniture issues still being worked on. On March 28th Siobhan was informed that William Devine has taken over our furniture account and will be helping sort out all of the furniture issues.
- April 6 – New leak in the children’s window.
- April 8 and 9 – new wiring and AP’s installed for outdoor wireless on the side of the building by the gardens and by the parking lot.
- Storytimes, outreach and book groups for adults continue.
- Bunny Hop Drop-In Crafternoon – All Ages; 69 attendees
- Family Night: Makers Mania – Ages 4 – 10 ; 36 attendees
- Spring Into Denville – 425 kids
- Virtual lectures with other libraries are very well received and attended.
- Friday movies are back.

STRATEGIC PLANNING:

- The library has received many positive compliments on the new open space. The laptop bar has been well received.

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
 - The architect is updating the plans.
 - The Township is waiting on additional information regarding the \$1,000,000 grant funding.
- Building Update
 - New roof leak in children's room.
- Oshima Estate
 - All necessary paperwork has been completed and sent back to the Estate Attorney.
 - The library staff is still coming up with ideas for the endowment.

PUBLIC:

- No public in attendance.

CLOSED SESSION:

- No closed session.

NEW BUSINESS:

- Financial Disclosure
 - The director reminded the board members to fill out financial disclosure. Deadline is 4/30/24.
- Little Free Art Gallery
 - The Denville Arts Council would like to install a display case for little art work outside by the walkway into the library. Mayor Andes and Siobhan will meet with the Denville Arts Council to finalize all details.

A motion was made by Ms. Baumann, seconded by Mr. Johnson, and carried to approve the installation of the little art gallery contingent upon the Mayor and Director's approval upon meeting with the Denville Arts Council.

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

- Resolution 24-11 Tru View
 - Tru View Background Screening Services Agreement was reviewed and discussed.
 - Current employees will not need the education, employment and reference verification done.

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to pass resolution 24-11; Resolution Awarding a Contract for Background Screening Services to TruView.

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

- Ms. Baumann to look into possible investment options.

ADJOURNMENT: A motion was made by Ms. Gerhardt, seconded by Mr. Duarte, to adjourn the meeting at 8:06 pm . A voice vote indicated all present in favor with no opposition expressed.

Nancy Gerhardt, Secretary