

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, May 9, 2024, in the Denville Public Library Meeting Room. The President, Mr. Dunn, called the meeting to order at 7:07 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  
Linda Breder, Superintendent Alternate

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

Absent: Tom Andes, Mayor  
Tara Baumann  
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 April 11, 2024 and order them filed with correction to include Ms. Baumann in the Present section of Roll. A voice vote indicated all present in favor with no opposition expressed.

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

**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 April 30, 2024 and approve payment of bills on the Bill Lists dated April 30, 2024 and May 9, 2024.

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

#### **CORRESPONDENCE:**

- \$80,000 check received from the Oshima Estate.

#### **DIRECTOR'S REPORT:**

- Siobhan reviewed highlight's from her May 9, 2024 Director's Report.

- April 10 – Neurodivisuity books dropped off by Lakeview School. In all 37 books were donated. The Board of Education will be discussing the donation at their next meeting. Maryellen Liddy, Library Youth Services Supervisor, will be there to speak.
- April 15 - Meeting with Sal Poli and Mayor regarding area behind the building.
- April 25 – Met with Kaitlin Clark the Media Specialist at Valleyview to discuss Sora, a product that connects the school with our Libby collection.
- April 26 – Palace Project Presentation by the NJ State Library at Bernardsville. Palace Project is the combination of all Libby and State Library materials.
- April 29-30 – Polaris down while Mountainside Library brought on to the catalog, Fairfield to come on in August.
- May 21 – Will be presenting to the Sunrise Rotary about the Library.
- Denville Life is planning on doing an article on the Library. It has been moved to the July issue.
- April – Woman’s Club has put out the pinwheels again to promote awareness of Child Abuse.
- March 25 – April 27 – Denville Arts Council Mini Art Show. The Artist’s Reception was held on April 8<sup>th</sup>.
- Matthew collecting eclipse glasses for a school sending them to South America.
- The youth services assistant position has been filled by Kelly (Kelli) Pereira.
- Karen Birmingham’s last day as a part time circulation assistant is May 8<sup>th</sup>. She will become a temporary floater and fill in when needed.
- Susan Akers has resigned her position as circulation assistant. Her last day of employment was 4/30.
- April 6 – new leak in the children’s window. The roof guy was here. Waiting to hear back with an update from John.
- April 19 – Protective Measures came in to fix the fire alarm. It needed new batteries.
- April 25 – DPW installed the post for the Mini Art Gallery.
- April 30 - @PedersonMakes installed the Mini Art Gallery.
- Storytimes, outreach and adult book groups continue.
- Library Mascot Name Election – National Library Week – April 8-13 – 120 ballots - Basil is chosen.
- 4/15/24 – Clean Communities Grant purchased another 500 Little Thunder reusable bags for the Library.
- 5/7/24 – Clean Communities has agreed they will give us \$1,000 towards something that falls in line with their requirements. We are currently deciding how to use these funds.

**STRATEGIC PLANNING:**

- No comments or questions.

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

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

**OLD BUSINESS:**

- School House Update
  - No update
- Building Update – Furniture
  - Library Interiors became Nickerson
  - HPFI - Lounge chairs – they have agreed to replace with the correct chairs which include power, shelf and locking casters.
  - The table bases are in NJ warehouse.
  - 5 new locking casters for reference desk are on order.
  - Looking to replace the (2) incorrect units in childrens.
  - Nickerson is looking for payment from us to HPFI.

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve splitting the payment for chairs in half and offering 50% now and remaining 50% when the new correct chairs are received.

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

- Oshima Estate
  - The check has been received.
  - We will continue to research options and ideas.
- Little Free Art Gallery
  - Has been installed
  - Has not been publicized yet by Denville Arts Council.
  - Patrons should contact the Denville Arts Council about art exhibits.

**PUBLIC:**

- Jennifer Franco and Ilene Lefkowitz (both staff members) spoke to the Board of Directors about a pay rate adjustment for all staff members.

**CLOSED SESSION:**

- A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to go into Closed Session to discuss personnel and union issues at 8:38 pm. A voice vote indicated all present in favor.
  - Personnel and union issues discussed.
- A motion was made by Mr. Duarte, seconded by Mr. Johnson, and carried to go out of Closed Session at 9:14 pm. A voice vote indicated all present in favor.

**NEW BUSINESS:**

- Tru View Follow Up
  - Currently checking most recent employer and will continue to do that.
  - W-2's are sufficient in cases of 3<sup>rd</sup> party fee of \$100.

- Will continue to verify highest level of education.
- 1 professional reference is okay.
- Professional reference questions are not necessary.

A motion was made by Mr. Duarte, seconded by Mr. Johnson, and carried to modify the policy to remove professional reference verification part.

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

- Kelly Pereira

A motion was made by Mr. Johnson, seconded by Ms. Breder, and carried to approve hiring Kelly Pereira for youth service position effective 5/13/24.

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

- Staff Shirts
  - We are in the process of ordering new staff shirts. Showed samples to board members. Board is fine with our selections.
- Cherry Tree
  - Currently there are 3 branches not budding. Dave from the Beautification Committee has looked at the tree and has suggested taking the tree down and replacing with a native tree.
  - The Board suggested we contact the FOL about the replacement of the tree.
- No Known Loss
  - Michael Dunn signed the No Known Loss letter for the JIF.
- New FOL mailer was sent.
- By Laws were discussed.

**ADJOURNMENT:** A motion was made by Mr. Johnson, seconded by Mr. Duarte, to adjourn the meeting at 9:14 pm. A voice vote indicated all present in favor with no opposition expressed.

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Nancy Gerhardt, Secretary