

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 11, 2025, in the Denville Public Library Meeting Room. The President, Mr. Duarte, called the meeting to order at 7:07 p.m.

Mr. Duarte 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: Carlos Duarte, President
Seth Johnson, Vice President
Nancy Gerhardt, Treasurer
Tara Baumann, Secretary
Tom Andes, Mayor
Kevin Williams
Linda Breder, Superintendent Alternate

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

Absent: Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

Carlos Duarte, Board President, thanked Linda Breder for her 12 years of service on the Library Board.

MINUTES: A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the minutes from November 13, 2025 both the regular meeting and the closed session and order them filed. A voice vote indicated all present in favor with no opposition expressed and Mr. Duarte abstaining.

TREASURER'S REPORT: A motion was made by Ms. Gerhardt, seconded by Mr. Williams, and carried to approve the Treasurer's Report for the period ending November 30, 2025 and approve payment of bills on the Bill Lists dated November 30, 2025 and December 11, 2025.

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

CORRESPONDENCE:

- No correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her December 11, 2025 Director's Report.
 - Multiple meetings with various book vendors. Currently purchasing the majority of our materials from Brodart.

- 12/3 – AARP recorded webinar for grant. Final grant analysis will be done next week.
- November drawing on 11/20 – Raffle for 1 adult and 1 youth ticket to The Growing Stage’s production of Rudolph the Red Nosed Reindeer.
- Thanksgiving Food Drive will run through November 20th for Social Services. The Social Services Toy Drive runs through 12/15.
- The GFWC Wish Tree has been on display. All wish ornaments have been taken by patrons. They do not have any more wish ornaments to restock the tree.
- The changing table in the women’s bathroom has been replaced and the new bathroom signs were installed.
- The Somerset County Library System is joining Main Library Alliance on Monday, 11/17/25.
- 11/1 – Roxey Ballet Nutcracker program: Sugar Plum Storytime and Mini Dance Class – 75 attendees – in the main area of the Library.
- 11/15 – Chinese Shadow Puppets with Gwen Sung – 55 attendees.
- The Learning Experience Outreach Storytime happens once a month.
- The Russian Conversation Group has been cancelled for now due to lack of attendance.
- Knitting/Crochet – Donated 6 blankets & 7 baby hats to St. Clare’s and 3 blankets, 8 hats and 7 scarves to Denville Social Services.
- The scheduled AARP Community Challenge Microgrant programs were cancelled and will be rescheduled in the new year.

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

- Statistical Report
 - Anyone that works at a business in town can get a courtesy card for book borrowing at Denville Library only.
 - Discussed Open Borrowing and Sussex County Library System joining Main.
- Reference & Digital Resources Statistics
 - No questions or comments.

OLD BUSINESS

- Audit
 - Language changes have been completed and all of our questions reviewed and answered.
- Proposed 2026 Holidays and BOT Meeting Dates
 - Dates reviewed.

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve the 2026 Holidays and BOT Meeting Dates.

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

- Building Update
 - Was discussed in the Director’s Report.
 - Awaiting DPW to look at AED machine and discuss installation.

- MCST Update
 - Working on alternative solutions.
- Union Negotiations

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the updated Memorandum of Agreement.

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

- St. Francis
 - The Township and Springpoint have come to an agreement.
- Touch Table
 - Expected delivery is the second week in January.

PUBLIC:

- No public in attendance.

CLOSED SESSION:

- A motion was made by Ms. Breder, seconded by Ms. Gerhardt, and carried to go into Closed Session to discuss the director evaluation at 8:06 pm. A voice vote indicated all present in favor.
 - Director evaluation discussed.
- A motion was made by Ms. Breder, seconded by Ms. Baumann, and carried to go out of Closed Session at 8:35 pm. A voice vote indicated all present in favor.

NEW BUSINESS:

- Non-union Employee Salaries

A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve all eligible non-union members salary increase to be the same as stated in the January 1, 2026 – December 31, 2029 Union Contract:

ARTICLE 4 – SALARIES

Longevity:

- a. Part time employees that have completed six, twelve or eighteen years of employment will receive a \$.55 an hour increase for each of the six year increments completed, up to \$1.65. For employees that have already reached the milestone before January 1, 2026, the raise will take effect on January 1, 2026. For all others it will take place on their anniversary milestone. This pay increase is in recognition of their increased knowledge and experience in their specific role.
- b. Full time employees that have completed six, twelve or eighteen years of employment will receive a \$1,000 increase to their base salary for each of the six year increments completed, up to \$3,000. For employees that have already reached the milestone before January 1, 2026, the raise will take effect on January 1, 2026. For all others it will take place on their anniversary milestone. This pay increase is in recognition of their increased knowledge and experience in their specific role.

c. Longevity that is met by December 31st, will be included in the calculation when determining salary increases.

Salaries:

For Part Time Employees:

Effective January 1, 2026 – PT base pay will be brought to \$17.00/hour. If a PT employee presently makes \$17.00/hour or more but less than \$20.00/hour, they will receive a \$.25 increase. Also after any eligible increases, all PT employees will receive a 3% increase OR \$.55 an hour increase, whichever is greater.

For Full Time Employees:

Effective January 1, 2026 – FT employees will receive a 3% increase OR \$1,500 whichever is greater.

ARTICLE 16 – HEALTH BENEFITS

Section 2. Full time members who voluntarily enroll in the OAPIN EPO or other employer-approved high deductible plan shall be eligible for an enrollment incentive of \$1,000 for a single plan and \$2,000 for a family, husband/wife or parent/child plan for each year enrolled in the plan. Pursuant to applicable IRS regulations, the enrollment incentive shall be paid via a Township-funded Health Savings Account (HSA), a Flexible Spending Account (FSA) or other mutually agreed upon/IRS permissible payment method.

Section 3. For each calendar year in which fifty (50%) percent or more of the full time association membership enrolls in OAPIN EPO (as provided) or other employer-approved high-deductible plan and/or voluntarily opts-out of accepting the employer-provided medical insurance, the entire full time association shall receive an additional increase of 0.25% to their base salary. For each calendar year in which 2/3rds or sixty-six point six (66.6%) percent or more of the full time association membership enrolls in the OAPIN EPO or other employer-approved high deductible plan and/or voluntarily opt-out of accepting the employer provided medical insurance, the incentive for the full time association shall increase from 0.25% to 0.50% in accordance with the parameters outlined herein. The determination of whether the 50% or 66.6% threshold has been reached shall be determined after open enrollment on or about December 1st of each year and will not be applicable for any mid-year qualifying life event changes to plans or if there are new hires which either change participation above or below 50% or 66.6%.

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

- Donations
 - Discussed patron donation methods, including QR code-based giving.

A motion was made by Mr. Duarte, seconded by Ms. Gerhardt, and carried to approve QR code-based giving.

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

ADJOURNMENT: A motion was made by Ms. Breder, seconded by Ms. Gerhardt, to adjourn the meeting at 8:50 pm. A voice vote indicated all present in favor with no opposition expressed.

Ms. Baumann, Secretary