

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, February 13, 2025, in the Denville Public Library Meeting Room. The President, Mr. Duarte, called the meeting to order at 7:02 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  
Nancy Gerhardt, Treasurer  
Tara Baumann, Secretary  
Tom Andes, Mayor  
Michael Dunn  
Linda Breder, Superintendent Alternate

Also Present: Siobhan Koch, Library Director  
Anne Puppo, Manager of Administrative Services  
Mark Venis, Council Liaison  
Staff

Absent: Seth Johnson, Vice President

**PLEDGE OF ALLEGIANCE**

**MINUTES:** A motion was made by Ms. Breder, seconded by Ms. Baumann, and carried to approve the minutes from both the regular meeting on January 9, 2025 and the special meeting on January 28, 2025 and order them filed. A voice vote indicated all present in favor with no opposition expressed and Mr. Duarte abstaining from January 9<sup>th</sup> and Ms. Baumann abstaining from January 28<sup>th</sup>.

**TREASURER'S REPORT:** A motion was made by Ms. Gerhardt, seconded by Mr. Duarte, and carried to approve the Treasurer's Report for the period ending January 31, 2025 and approve payment of bills on the Bill Lists dated January 31, 2025 and February 13, 2025.

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

**CORRESPONDENCE:**

- Packet from the New Jersey State Library explaining JerseyConnect services.

**DIRECTOR'S REPORT:**

- Siobhan reviewed highlights from her February 12, 2025 Director's Report.
  - January 30 - Attended Koha Kaptain Training in Parsippany. Koha will be the new ILS system. Will go live on March 24<sup>th</sup>.

- January 31 – NJRev250 grant webinar by the State Library.
- We are waiting on background checks on the adult services position and one of the two youth services positions.
- Youth Services and Adult Services continue to offer great programming options.
- Maryellen has signed the Library up to coordinate with Neighborhood Forest. They will provide the Library with 40 free seedlings to give out to children/families for Earth Day.

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

- Statistical Report
  - No comments or questions.
- Reference & Digital Resources Statistics
  - Kanopy and Library Chef have been added to the report.
  - The report is now alphabetized.
  - Question if social media engagement can be tracked. Will provide an update at the next meeting.

**OLD BUSINESS**

- School House Update
  - No comments or questions.
- Building Update
  - No leaks in childrens.
- Furniture Update
  - Bookshelves are still on backorder.
  - The Library has been approved for the ESCJ Co-op.
- Foundation
  - Roxbury Foundation bylaws were sent to all board members for review.
  - Will discuss more at next meeting.
- Budget
  - Discussion regarding the formula for the annual library assessment from the Township. In 2026 the assessment will be \$50,000. 2027 and forward the increase will be based on the percentage increase to the Township for PERS with a minimum of 2% and a maximum of 10%.

A motion was made by Mr. Duarte, seconded by Ms. Gerhardt, and carried to approve the new formula for the annual library assessment payable to the Township.

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

**PUBLIC:**

- Maryellen Liddy, Youth Services Coordinator, invited all board members to the Winterfest program on Friday, February 21, 2024 at 6:00 pm. There will be a 100 spots available during sign up.

- Maryellen also announced that the Summer Reading Kickoff is May 18, 2025.

**NEW BUSINESS:**

- Closure for Training
  - Koha staff training will be on Wednesday, February 26, 2025.
- Sign
  - Discussion on replacing the front sign. The Township uses Signarama for their sign work.
- Bench
  - The bench out front along the walkway needs to be replaced. The metal is rusting.
- The Township publishes their meeting dates in the Daily Record and the Citizen.
- Union subcommittee was formed. The committee includes Mr. Duarte, Mr. Johnson and Mayor Andes. They are looking to have their first meeting in March 2025.

**ADJOURNMENT:** A motion was made by Mr. Duarte, seconded by Ms. Breder, to adjourn the meeting at 8:52 pm. A voice vote indicated all present in favor with no opposition expressed.

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Ms. Baumann, Secretary