

Denville Public Library  
121 Diamond Spring Road  
Denville, NJ 07834

The Board of Trustees of the Denville Public Library met in regular session on Wednesday, March 12, 2025, in the Mayor's conference room at Town Hall. The President, Mr. Duarte, called the meeting to order at 7:04 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  
Michael Dunn  
Linda Breder, Superintendent Alternate

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

Absent: Mark Venis, Council Liaison

**PLEDGE OF ALLEGIANCE**

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

**TREASURER'S REPORT:** A motion was made by Ms. Gerhardt, seconded by Mr. Johnson, and carried to approve the Treasurer's Report for the period ending February 28, 2025 and approve payment of bills on the Bill Lists dated February 28, 2025 and March 12, 2025.

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

**CORRESPONDENCE:**

- No correspondence.

**DIRECTOR'S REPORT:**

- Siobhan reviewed highlights from her March 12, 2025 Director's Report.
  - February 21 – First Annual Winter Fest Celebration
  - February 26 – Staff Training Day for Koha

- Since the middle of January, roughly 160 tax appointments were scheduled for AARP at Town Hall. Even more phone calls were taken, as tax appointments filled quickly.
- Multiple lights in the nonfiction and fiction sections were replaced by Ed. He also looked at the new chairs and determined the issue was the device that was being used and not the chairs.
- TBS was deployed on 2/24. We will continue having mobile print with Envisionware and TBS until the end of the March to give people time to update their bookmarks.
- Story In A Shoebox – MKHS National English Honors Society Service Project section – 30 attendees (CK supervised).
- Winter Fest on Friday, 2/21, after the Library closed with 150 attendees.
- Silent Book Club (First Meeting) at Diamond Spring Brewery – 2/5 – 22 people.
- Maryellen has applied with Rutgers again for a summer intern. The interviews have been done and the selection process has taken place. A candidate did choose the Library again this year. We are now waiting on the paperwork and then the background /fingerprint check. This program generally runs May to August.
- Storytimes, craft kits, outreach and book groups for adults continue.

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

- Statistical Report
  - No questions or comments.
- Reference & Digital Resources Statistics
  - Instagram has been added.

**OLD BUSINESS**

- School House Update
  - No update.
- Building Update
  - No update.
- Furniture Update
  - No update.
- Foundation
  - Discussion on different foundations and a possible guest speaker.
- Sign
  - No update this month.
- Bench
  - The bench has been removed.
- Pollinator Garden
  - Continued discussion of pollinator garden.

**PUBLIC:**

- Maryellen Liddy, Youth Services Supervisor, discussed the Rutgers Intern program.

#### **CLOSED SESSION:**

- A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to go into Closed Session at 7:55 pm. A voice vote indicated all present in favor.
  - Legal issue discussed.
- A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to go out of Closed Session at 8:11 pm. A voice vote indicated all present in favor.

#### **NEW BUSINESS:**

- Hiring & Resignation Madeline Florio

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the hiring of Madeline Florio as of 2/25/25 and her resignation as of 3/7/25.

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

- Hiring Ashley Feller

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the hiring of Ashley Feller as of 2/19/25.

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

- Program Question
  - Discussion on Book Fest event at Diamond Spring Brewery.
- Rules of Conduct Policy
  - Discussion on Rules of Conduct Policy.

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to update the Rules of Conduct Policy.

Section 1 a. will now read: Using obscene, discriminatory or demographically offensive language, **or engaging in such offensive conduct**, as determined by the Library staff in their discretion in violation of the Library's policy on Nonharrassment.

Section 1 b. will now read: Using abusive or threatening language **or engaging in abusive or threatening conduct**, towards another person(s); threatening to harm, or physically or emotionally harming, any Library staff member, patron or guest in violation of the Library's policy against Bullying, Harassment and Lewd Behavior.

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

**ADJOURNMENT:** A motion was made by Mr. Johnson, seconded by Mr. Duarte, to adjourn the meeting at 8:12 p.m. A voice vote indicated all present in favor with no opposition expressed.

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Ms. Baumann, Secretary