

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 10, 2025, in the Denville Public Library Meeting Room. The President, Mr. Duarte, called the meeting to order at 7:05 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
Tara Baumann, Secretary
Kevin Williams
Linda Breder, Superintendent Alternate

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

Absent: Nancy Gerhardt, Treasurer
Tom Andes, Mayor
Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Williams, seconded by Ms. Baumann, and carried to approve the minutes from March 12, 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.

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, 2025 and approve payment of bills on the Bill Lists dated March 31, 2025 and April 10, 2025.

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

CORRESPONDENCE:

- No correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her April 10, 2025 Director's Report.
 - March 4 – Submitted an AARP Community Challenge Grant in the Capacity-Building Microgrants category to provide Disaster Preparedness Training and Emergency Backpacks.

- March 20 – Meeting with Brodart to discuss setting up an account to order books.
- March 21 – Submitted a Rev250 grant to the State Library.
- March 24 – Koha went live. Quirks are still being worked out but as a whole things are working as needed.
- Self checkout is back up and working fine.
- March 31 – New leak in the nonfiction DVD section during the rainstorm.
- April 1 & 3 – Michael, the new HVAC person, came and performed maintenance on the 4 units. Belts and filters were changed. One unit is very close to end of life.
- April 4 & 7 – DPW returned the 6 picnic tables to the library.
- The coinbox has been updated with new firmware and seems to be working without issue.
- Meet Snow White – All ages – Saturday, 3/1 – 108 attendees in the main area of the library.
- Read Across America – 1st Grade visit at Riverview – 20 attendees.
- Storytimes, craft kits, outreach and adult programming continue.
- Maryellen has signed the Library up to coordinate with Neighborhood Forest. They will provide the Library with 40 free trees to give out to children/families for earth day. The black cherry trees are enroute.

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

- Statistical Report
 - The numbers are based on Polaris figures up to 3/21/25 and not Koha figures.
- Reference & Digital Resources Statistics
 - No comments or questions.

OLD BUSINESS

- Building Update
 - New roof leak (already discussed).
- Foundation
 - Waiting to hear from Roxbury.
 - Chatham and Bernardsville also have Foundations.
 - Looking to schedule a guest speaker.
- Sign
 - Reviewed the sample image.
 - Need to find out warranty information on the sign and if the library operating times can be a little larger.
- Book Fest
 - The FOL can not sponsor the event.
 - It will be a Library community event with adult authors geared towards adults.

Tabled Business

- School House
- Furniture
- Pollinator Garden

PUBLIC:

- Maryellen Liddy, Youth Services Supervisor, will be at Spring into Denville on Saturday, April 19th along with Siobhan and Christine.
- Spoke about the Snow White program that was held in the reference area. Childrens will use the area again as it allows for more people in the building. Snow White had 108 people attend.

NEW BUSINESS:

- New hire: Samantha Cappitelli

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the hiring of Samantha Cappitelli as of 3/18/25.

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

- Resignation – Melanie Ciampaglione

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the resignation of Melanie Ciampaglione as of 3/31/25.

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

- Financial Disclosure Forms
 - A reminder to fill them out. They are due 4/30/25.
- Resolution for Rev250

A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve Resolution 25-6; to apply for the NJ State Library Rev250 Grant.

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

- 250th Merch
 - The board is okay with the Library selling merchandise for the July 4, 2026 250th celebration.
- Bold Age Pace
 - Looking for letters of support. They are a for profit group so the Library will not be sending a letter.

ADJOURNMENT: A motion was made by Mr. Johnson, seconded by Mr. Williams, to adjourn the meeting at 8:18 p.m. A voice vote indicated all present in favor with no opposition expressed.

Ms. Baumann, Secretary