

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, August 14, 2025, in the Denville Public Library Meeting Room. The Treasurer, Ms. Gerhardt, called the meeting to order at 7:03 p.m.

Ms. Gerhardt 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: 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
Mark Venis, Council Liaison
Staff

Absent: Carlos Duarte, President
Seth Johnson, Vice President

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Ms. Bauman, seconded by Ms. Gerhardt, and carried to approve the regular meeting minutes from July 10, 2025 and order them filed. A motion was made by Ms. Gerhardt, seconded by Ms. Baumann to approve the closed minutes from July 10, 2025 and order them filed. A voice vote indicated all present in favor with no opposition expressed.

TREASURER'S REPORT: A motion was made by Ms. Gerhardt, seconded by Ms. Baumann, and carried to approve the Treasurer's Report for the period ending July 31, 2025 and approve payment of bills on the Bill Lists dated July 31, 2025 and August 14, 2025.

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

CORRESPONDENCE:

- No correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her August 14, 2025 Director's Report.
 - Numerous outreach events were done in July.
 - Larger children's programs were held at Town Hall in the community room.

- August 8th - End of Summer Reading Party.
- Annika's, our Rutger's Intern, last day is August 14th.
- One circulation assistant and one children's assistant will be out on leave.
- Our temporary youth services assistant, Zachary Orr, has resigned from the position. His last day of work was July 22nd.
- Our temporary circulation assistant, Andy Smethurst, who has been filling in for us as needed will be leaving the Library as of October 11th due to relocation.
- August 5th – The building and sign in front were power washed.
- John Ciardi replaced two of the manipulatives at the end caps in children's, as the old ones were coming apart from use.
- July 28th – The website went down and it took roughly two days to return to its correct settings. There was an SSL issue that the website company and the State Library needed to sort out. In the meantime, we directed people to the Aspen Catalog and to Eventbrite for children's events.
- Summer programs and story times were all well attended. We are grateful for the use of the Town Hall community room and the Historical Society's patio.
- Friday Stories in the Sand – all ages. 7/11 – Lake Arrowhead – 25 attendees, 7/18 – Cedar Lake – 44 attendees and 7/25 – Indian Lake – 50 attendees.
- Storybook Scavenger Hunt: Thursday, 7/10 – 53 participants, Friday, 7/11 – 31 participants and Saturday, 7/12 – 42 participants.
- Hope One Visit – 7/15 – they had a table out and spoke with library patrons.
- Adult programming implemented 2 new programs, a French conversation group and a Russian conversation group, that each meet twice a month.
- July 9th – Denville Municipal Alliance has given us \$500 towards our yoga programming.
- July 24th – Morris County Health Department dropped off 8 Narcan to replace the expired ones we have.

Mayor Andes arrived.

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

- Statistical Report
 - The director reviewed the report.
- Reference & Digital Resources Statistics
 - No comments or questions

OLD BUSINESS

- Building Update
 - The building and sign in the front were power washed.
 - No roof leaks.
- Sign Update
 - Production will be done by the end of August.
 - We expect a September install.
- Percussion Play
 - The Board of Trustees has agreed that the percussion play items can be ordered.

- Foundation
 - The Director will reach out to Roxbury again now that summer is over. Our amazon wish list and donations were briefly discussed.

PUBLIC:

- Maryellen Liddy, Youth Services Supervisor, was in attendance and spoke about:
 - Trunk or Treat will be October 19th from 2:00 pm – 4:00 pm with a rain date of October 26th.
 - Read It, Read It window in children's has over 200 book recommendations.
 - There is a Summer Reading Wall of Fame with all the summer reading participants' names on it.
 - Children's is very grateful to the Historical Society for allowing them to use their patio and to the Township for the use of the community room.
 - Thanked all of her staff for always going above and beyond.
 - This year's Winterfest will be February 6, 2026.

NEW BUSINESS:

- St. Francis Open Space
 - The Board of Trustees reviewed and discussed Mr. Duarte's preliminary letter. The Board approved of the letter. A voice vote indicated all present in favor with no opposition expressed.
- Staff Leaves of Absence
 - Staff leaves of absence were discussed; one children's library assistant and one circulation assistant.

A motion was made by Mr. Williams, seconded by Ms. Gerhardt, and carried to approve the staff leaves of absence.

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

- Resignation – Zachary Orr 7/22/25

A motion was made by Ms. Baumann, seconded by Ms. Gerhardt, and carried to approve the resignation of Zachary Orr as of July 22, 2025.

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

- Human Resources Certification
 - Discussion regarding the Director and Manager of Administrative Services attending classes at Morris County Community College Center for Workforce Development to obtain their Human Resources Certifications. The Library would be responsible for any and all costs associated with the certification program.

A motion was made by Ms. Baumann, seconded by Ms. Gerhardt, and carried to approve the Director and Manager of Administrative Services taking classes at Morris County Community College Center for

Workforce Development to obtain their Human Resources Certifications and the Library being responsible for any and all costs associated with the certification program.

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

- Berkeley Heights will be joining Main August 25th.
- The Director announced that the Library still had not received the names of the Union Committee and therefore union negotiations have not begun yet.
- New Jersey League of Municipalities Conference in Atlantic City will be November 18 – November 20, 2025. The director has registered for the conference.
- The director distributed the Public Official Bond Surety Application and Indemnity Agreement form from the JIF to the treasurer for completion.

ADJOURNMENT: A motion was made by Ms. Gerhardt, seconded by Ms. Baumann, to adjourn the meeting at 8:09 p.m. A voice vote indicated all present in favor with no opposition expressed.

Ms. Baumann, Secretary