

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, September 11, 2025, in the Denville Public Library Meeting Room. The President, Mr. Duarte, called the meeting to order at 7:08 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
Tom Andes, Mayor
Kevin Williams

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

Absent: Nancy Gerhardt, Treasurer
Linda Breder, Superintendent Alternate
Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE for 9/11

MINUTES: A motion was made by Ms. Baumann, seconded by Mr. Williams, and carried to approve the minutes from August 14, 2025 and order them filed. A voice vote indicated all present in favor with no opposition expressed and Mr. Duarte and Mr. Johnson abstaining.

TREASURER'S REPORT: A motion was made by Mr. Johnson, seconded by Mr. Duarte, and carried to approve the Treasurer's Report for the period ending August 31, 2025 and approve payment of bills on the Bill Lists dated August 31, 2025 and September 11, 2025.

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

CORRESPONDENCE:

- No correspondence.

Mayor Andes arrived.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her September 11, 2025 Director's Report.
 - August 29th – Raffle Drawing for Adult Summer Bingo.
 - September 5th – NJLA Public Policy meeting in Flemington.
 - A lot of outreach coming up.
 - One circulation assistant and one children's assistant are now out on leave.
 - Heather Kemp resigned effective 8/29/25.
 - PT Adult Services position has been posted.
 - August 27th – HVAC unit started making noises. John Ciardi came the following morning to look at it and the HVAC technician came on 8/29 and fixed it.
 - John Ciardi reinforced the wood endcaps on all shelves in the children's room, as one was separating from the metal shelf and was a hazard. He did them all to prevent an issue in the future.
 - August 27th – Reached out to the Mayor to see if signs can be made by DPW to say Library parking only during library hours on the spots closest to the building. The police have been giving us cones and stakes to block off spots for the regular Monday night and occasional Saturday protests, which have been getting larger. A more permanent solution is needed.
 - September 8 – HVAC units were serviced for fall.
 - Reimbursed for the Pong machine.
 - August 21st – August 26th – Firewall issues causing internet outages. Main worked with Cisco to fix the issue. There will need to be an update done to the Firewall sometime in September but the problem has been fixed at the moment.
 - September 9th – Alerted that the library website is showing a lot of failed attempts to login. I've reached out to our website company to see if this is something we should be concerned about and if there is anything else we should be doing to protect the site.
 - Two factor authentication has been added for Wordpress.
 - There have been a number of quirks with Koha since Berkeley Heights was brought in and they updated to standardized loans. We've been opening tickets with Main and they are addressing them as quickly as they can. We are still having problems with the pick list.
 - Take and Make Crafts – 368 kits distributed.
 - Storytimes, craft kits, outreach and adult programming (virtual and in person) continue.
 - Tuesday Evenings at Town Hall – Meet Princess Tiana on August 5th had 120 attendees.
 - End of Summer Party had 147 attendees.
 - Working on replacements to lead the Community Connection & Reflection (CCR) and Real Reads Book Groups.

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

- Statistical Report
 - The director reviewed the report.
- Reference & Digital Resources Statistics
 - Tumblebooks is going away at the end of the year.

OLD BUSINESS

- Building Update
 - Addressed in Director's Report.
- Sign Update
 - New front sign was delivered and installed on September 9, 2025.

PUBLIC:

- No public in attendance.

NEW BUSINESS:

- Resignation – Heather Kemp 8/29/25

A motion was made by Mr. Johnson, seconded by Mr. Williams, and carried to approve the resignation of Heather Kemp as of September 29, 2025.

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

- Close for staff training – 10/17/25
 - The Director would like to close on October 17, 2025 for staff training. Active shooter training and harassment & patron privacy policies will be reviewed. Additional subject matter still to be decided.

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the closing of the Library on October 17, 2025 for staff training.

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

- Save the Date – Friends and Foundations Summit – 11/15/25 in Manalapan
- Staff from the Roxbury Library will be coming to the next BOT meeting to discuss their Foundation.
- State health insurance will be increasing by 35.9%.
- The Main assessment for next year will be going down.

ADJOURNMENT: A motion was made by Ms. Baumann, seconded by Mr. Duarte, to adjourn the meeting at 8:11 p.m. A voice vote indicated all present in favor with no opposition expressed.

Ms. Baumann, Secretary