

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, July 9, 2026, in the Denville Public Library meeting room. Ms. Baumann called the meeting to order at 7:04 pm.

Ms. Baumann announced that in compliance with the Open Public Meetings Act, also known as the Sunshine Law, adequate notice of this meeting was provided. Notice of time, date, and location of this meeting was posted on the Denville Library's Official website under the legal notices section at least 48 hours in advance, as required by law. The notice will remain available on the website and will be archived in accordance with the requirements of P.L. 2025, c.72.

Please note that this meeting was open to the public, and public participation was provided in accordance with the rules of this governing body. Formal action was taken at this meeting.

ROLL: Present: Tara Baumann, President
Seth Johnson, Vice President
Tom Andes, Mayor
Patricia Huizing, Superintendent Alternate
Mark Venis, Council Liaison

Also Present: Siobhan Koch, Library Director

Absent: Nancy Gerhardt, Treasurer
Kevin Williams, Secretary
Carlos Duarte

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Mr. Johnson, seconded by Mayor Andes, and carried to approve the minutes from the June 11, 2026, meeting 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. Baumann, and carried to approve the Treasurer's Report for the period ending June 30, 2026 and approve payment of bills on the Bill Lists dated June 11, 2026 and June 30, 2026.

Baumann-Y; Johnson-Y; Gerhardt- absent; Williams-Absent ; Duarte- absent; Andes-Y ; Huizing-Y

CORRESPONDENCE:

No Correspondence.

Mayor Andes thanked the Library, Staff, and Board of Trustees for participation and support at the Denville celebration of America's 250th anniversary. Each member of the Board of Trustees was presented with a pin to represent the milestone.

DIRECTOR'S REPORT:

Siobhan reviewed highlights from her July 9, 2026 Director's Report.

- June - John came and replaced ceiling tiles; there hasn't been any leaking and he proactively had the gutters cleaned
- June - Summer Storytimes have started for younger children and families
- June 27 - The Kindness Club is back and had 46 attendees along with Teen Night which is picking up with 26 attendees
- In addition to the history that the Library Staff shared for Denville's anniversary celebration, Mayor Andes added that Denville Media was formerly Denville TV, which was started in the Library and the first videotape of Storyhour was in 1973.

STRATEGIC PLAN UPDATE:

- Done Quarterly Now

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

- Statistical Report
 - No comments or questions.
- Reference & Digital Resources Statistics
 - Facebook views have increased, partly due to Mary Ellen's raffle winner video posts

OLD BUSINESS

- School House Update
 - Mayor Andes reported that the School House renovations should be going to bid soon
- Foundation Discussion
 - Ms. Baumann shared an idea of having a "Culinary Quest" as a fundraising event. Could be held at the Country Club; using many rooms such as one for desserts; and local restaurants could donate or discount food for attendees to taste. The Foundation could sell tickets to the event to raise money and promote local businesses.
 - It was suggested to be mindful of the timing of the event in order to not conflict with "Taste of Denville" which has been a yearly event in town.
 - Mayor Andes shared that Carolyn Healy and Chris Ambrosi were involved in planning a similar event in the past and may have more knowledge of how to go about organizing the fundraiser for the Foundation.
 - A conversation was had regarding getting individuals of interest to take the lead in starting the Foundation. Ms. Baumann suggested having a QR Code to a questionnaire at the Front Desk that patrons could use to express interest in being more involved with starting a Foundation.
- Handbook
 - The lawyer sent comments pertaining to the statement, "not revealing" in regard to an employee's attire as being subjective. The Board of Trustees decided to leave the language as is for now.
 - The lawyer also questioned the phrase, "in good standing," when an employee makes a request. Mayor Andes suggested changing the wording to "at the discretion of the director."
 - Ms. Koch asked if someone resigns without proper notice, should they be entitled to their vacation time? It was suggested that the Board of Trustees look at the handbook again and discuss that further as it would have to be added if necessary.

PUBLIC:

No public in attendance.

NEW BUSINESS:

- Job Description
 - Ms. Koch presented two new job descriptions: Part Time Bookkeeper/Purchasing Coordinator and Tech Services Assistant
 - It was suggested to change the title from "Tech Services Assistant" to "Library Support Assistant" as the job description includes more than technical support.
 - A motion was made by Mr. Johnson, seconded by Ms. Baumann to approve the Part Time Bookkeeper/Purchasing Coordinator job description. A voice vote indicated all present in favor with no opposition expressed.
 - A motion was made by Mr. Johnson, seconded by Ms. Baumann to approve the Library Support Assistant job description. A voice vote indicated all present in favor with no opposition expressed.

ADJOURNMENT: A motion was made by Mr. Johnson, seconded by Ms. Baumann, to adjourn the meeting at 8:21 pm. A voice vote indicated all present in favor with no opposition expressed.

Ms. Huizing, Substitute Secretary