

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, February 12, 2026, in the Denville Public Library Meeting Room. Ms. Baumann called the meeting to order at 7:05 p.m.

Ms. Baumann 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: Tara Baumann, President
Seth Johnson, Vice President
Nancy Gerhardt, Treasurer
Kevin Williams, Secretary
Tom Andes, Mayor
Patricia Huizing, Superintendent Alternate
Mark Venis, Council Liaison

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

Absent: Carlos Duarte

PLEDGE OF ALLEGIANCE

MINUTES: A motion was made by Ms. Gerhardt, seconded by Ms. Baumann, and carried to approve the minutes from the January 8, 2026 meeting, both the regular and the closed session and the January 27, 2026 special 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 Ms. Gerhardt, seconded by Mr. Johnson, and carried to approve the Treasurer's Report for the period ending January 31, 2026 and approve payment of bills on the Bill Lists dated January 31, 2026 and February 12, 2026.

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

CORRESPONDENCE:

- The board received a thank you card from Ms. Breder.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her February 12, 2026 Director's Report.
 - 2/9/26 – Disaster Smart: How to Prepare for Natural Disasters was presented by Wesley Sharples. The program had 6 attendees. Additional presentations of the program will be scheduled during the year.
 - Scheduled the Disaster Prep program as part of the AARP Community Challenge Grant with Wesley Sharples at the Seniors on 2/25.
 - Scheduled a volunteer fair for local nonprofits on 2/21 at the Library with 14 organizations so far planning to attend.
 - 1/28/26 – Roof leak in children's in a new area, in the last aisle between JFIC and ER. There was also a leak in the meeting room.
 - 1/29/26 – AED training for some of the members of the staff. Additional training will be provided during the next staff training day.
 - 1/31/26 – New board installed in the HVAC unit. Heat has been working properly since then.
 - January – John Ciardi installed the Pac-Man machine in the teen area and the AED box about the fire hydrant in the adult services area. A NaloxBox will be installed by Wesley Sharples.
 - The Somerset County Library System joined the Main Library Alliance.
 - Ongoing issues with TBS printing software and some bug with Windows 11. The print release station computer has been replaced. James from Main has been out quite a few times. He believes he has worked out a solution.
 - Take and Make Crafts – 756 kits distributed.
 - Teen Night – Capture the Flag! – Grades 6-10 on 1/23 had 26 attendees.
 - Learning Express Storytime on 1/12/26 had 43 attendees.
 - Puppet Show – WonderSpark Puppets – Who Took the Cookies? – Program was in the main area of the library on 1/17/26 with 100 attendees.
 - Storytimes, craft kits, outreach and adult programming (virtual and in person) continue.
 - The board would like the library to start tracking the gift card donations.

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

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

OLD BUSINESS

- School House Update
 - The project will go out to bid soon.
- Building Update – Sal
 - The Township Construction Official, Sal Poli, inspected the building and said that structurally the building is fine.
 - Beginning to look into the possibility of doing the children's room bump out.
 - The director will share the renovation plans with the board members and reach out to the architect for pricing of the children's bump out.

- Foundation Update
 - Staff from the Roxbury Library will be attending the March 12th, 2026 meeting to discuss their foundation.
- Digitization
 - The Library will begin digitizing their paper records for the period of 2021-2025.
 - Moving forward the plan is to digitize annually.
 - The director will check to see if any other libraries in Main have utilized these services.
 - The director will also confirm with Foveonics Document Solutions how long the quoted annual fees are set for before they increase.

A motion was made by Mr. Johnson, seconded by Mr. Williams, and carried to approve the digitization of the Library's paper records for the period of 2021-2025.

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

- Percussion Play
 - Pictures were shared of the musical instruments that will be ordered.
 - There was a suggestion from the board to order extra mallets.

PUBLIC:

- Maryellen Liddy, Youth Services Supervisor, was in attendance and spoke about the second Winterfest that was held on 2/6/26. There were 198 people in attendance. It included a performance presented by seventeen children from the Mayo Performing Arts Center. In addition to the children's staff, there were seventeen student volunteers that assisted with the highly successful program. Ms. Liddy expressed appreciation to everyone involved.
- Ms. Liddy also spoke about the limited space in the children's room. Additional shelving along with some open space would be beneficial.

CLOSED SESSION:

- A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to go into Closed Session to discuss the union contract at 8:23 pm. A voice vote indicated all present in favor.
 - The union contract and personnel matter were discussed.
- A motion was made by Ms. Baumann, seconded by Mr. Williams, and carried to go out of Closed Session at 8:58 pm. A voice vote indicated all present in favor.

ACTION FROM CLOSED SESSION:

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve the language change as written.

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

NEW BUSINESS:

- New Hire Discussion
 - Discussion on new hires.

ADJOURNMENT: A motion was made by Ms. Gerhardt, seconded by Ms. Baumann, to adjourn the meeting at 9:10 pm. A voice vote indicated all present in favor with no opposition expressed.

Mr. Williams, Secretary