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, March 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 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, location and agenda 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
Kevin Williams, Secretary
Tom Andes, Mayor
Patricia Huizing, Superintendent Alternate

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

Absent: Seth Johnson, Vice President
Nancy Gerhardt, Treasurer
Carlos Duarte
Mark Venis, Council Liaison

PLEDGE OF ALLEGIANCE

PRESENTATION: Foundations; by Cassie Collucci, Director, and Karen Serrata, Adult Program Coordinator, of the Roxbury Library.

- Karen and Cassie delivered a presentation about how their library's foundation was established and how it operates. Their foundation was created to raise funds to help expand and reimagine their library for generations to come.

MINUTES: A motion was made by Mr. Williams, seconded by Mayor Andes, and carried to approve the minutes from the February 12, 2026 meeting, both the regular 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. Williams, seconded by Ms. Huizing, and carried to approve the Treasurer's Report for the period ending February 28, 2026 and approve payment of bills on the Bill Lists dated February 28, 2026 and March 12, 2026.

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

CORRESPONDENCE:

- No correspondence

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her March 12, 2026 Director's Report.
    - 2/4/26 – Main Strategic Planning Focus Group online. The new name for Main has been selected and will be announced at the end of the year.
    - 2/9/26 – AARP Disaster Prep Program featuring Wesley Sharples
    - 2/18/26 - 2/19/26 – NJLA Conference in Atlantic City. The conference was held at the Hard Rock Hotel.
    - 2/21/26 – First Volunteer Fair held at the Library. 22 organizations were represented. Every organization left with at least a few sign ups and some left with pages of names. Assemblyman Bergen, Mayor Andes, Councilman Buie, Councilman Maffei, Councilman Simpson, Councilman Venis and Councilwoman Zimmerman all came to the event.
    - State Aid report is complete and needs Ms. Baumann's signature.
    - Spoke to Downtown Denville on March 11th about the Library and its resources. There were 13 attendees.
    - Rescheduled the Disaster Prep program as part of the AARP Community Challenge Grant with Wesley Sharples at the Seniors for 3/25.
    - Storytimes, craft kits, outreach and adult programming (virtual and in person) continue.
    - $40 of Amazon Gift Cards have been received from the Amazon Wishlist as of 3/9/26.
    - The director also informed the board that we continue to have problems getting our books. We recently placed orders with 2 new vendors, Libraria and Bookazine, and we will see how quickly their turnaround time is.

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

- Statistical Report
    - No comments or questions.

- Reference & Digital Resources Statistics
    - No comments or questions.

OLD BUSINESS

- School House Update
    - They are getting closer to putting the project out to bid.

- Building Update
    - New leak in Childrens. It was fixed on 3/11/26 and the roofer came back today, 3/12/26, to check on it since it was raining.
    - The director shared her concerns about the upcoming protests.

- Foundation Discussion
    - Discussed earlier in the meeting after the presentation from Roxbury Library.

PUBLIC:

- Lynn Struebel, Library Circulation Supervisor, distributed a copy of the Donated Leave Policy to the board members and the director. She expressed her concerns about the eligibility criteria of the policy and asked the board to change it.

NEW BUSINESS:

- Meeting Room Door
  - The director discussed installing a key card entry system at the library.
  - She will confirm with the fire official that it can be installed on an emergency door exit.
  - The director will also discuss with John Ciardi if the Township equipment can be shared with the Library.

- NJLA Legislative Priorities
  - The director reviewed the NJLA Legislative Priorities notices that were emailed to the board.

- Library Trustee Training Series: Changes to the Open Public Meetings Act-3/25/26 -7:00 – 8:00pm
  - The director reminded the board about the Changes to the Open Public Meetings Act webinar on March 25, 2026.
  - She will get the current trustee training hour's requirement and bring the information to the next BOT meeting.

- Employee Leave of Absence
  - A circulation assistant leave of absence was discussed.

A motion was made by Mr. Williams, seconded by Ms. Baumann, and carried to approve the circulation assistant leave of absence from February 27, 2026 through March 27, 2026.

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

- Leave of Absence
  - Leave of absence policy discussion.

A motion was made by Ms. Baumann, seconded by Ms. Huizing, to approve that employees on a leave of absence are only eligible to use their earned paid time off as of the start date of the leave of absence.

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

- Local only pay card explanation. Discussion to continue at the next BOT meeting.

ADJOURNMENT: A motion was made by Mr. Williams, seconded by Ms. Huizing, to adjourn the meeting at 8:57 pm. A voice vote indicated all present in favor with no opposition expressed.

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Mr. Williams, Secretary