

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, April 16, 2026, at Town Hall in Council Chambers. Ms. Baumann called the meeting to order at 7:05 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
Nancy Gerhardt, Treasurer
Kevin Williams, Secretary
Carlos Duarte
Patricia Huizing, Superintendent Alternate
Mark Venis, Council Liaison

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

Absent: Tom Andes, Mayor

PLEDGE OF ALLEGIANCE

Mr. Johnson and Mr. Williams arrived.

MINUTES: A motion was made by Ms. Baumann, seconded by Ms. Huizing, and carried to approve the minutes from the March 12, 2026, meeting and order them filed. A voice vote indicated all present in favor with no opposition expressed and Ms. Gerhardt, Mr. Johnson and Ms. Duarte abstaining.

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 March 31, 2026 and approve payment of bills on the Bill Lists dated March 31, 2026 and April 16, 2026.

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

CORRESPONDENCE:

- No Correspondence.

DIRECTOR'S REPORT:

- Siobhan reviewed highlights from her April 16, 2026 Director's Report.
 - 3/27/26 – Assemblyman Bergen visit with Mary Martin of Wanaque Library at Assemblyman Bergen's office.
 - 3/28/26 – No King's Protest – The protest organization assigned two people to the Library parking lot so it took a lot of pressure of the Library to maintain the spots for our patrons. There were over 1,000 people that attended the protest.
 - 4/4/26 – Sunrise Rotary presented the Library with a check for \$200 on National Library Giving Day.
 - The open positions have been offered, now waiting for background checks to come back.
 - NORWESCAP Early Head Start at Peer Place on 3/5/26 with 33 attendees.
 - Learning Experience on 3/9/26 with 52 attendees.
 - 3/25/26 – Disaster Preparedness with Wesley Sharples at the Senior Center- part of the AARP Community Challenge Grant – 40 attendees.

STRATEGIC PLAN UPDATE:

- No questions.
- The director gave an update on the semi quincennial progress.

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 continue to move forward.
- Building Update
 - Was discussed in the Director's Report.
- Foundation Discussion
 - Briefly discussed fundraising ideas and the presentation given at the March 12, 2026 meeting by the Roxbury Township Library.
 - Some board members have not had an opportunity to watch the presentation yet.
 - Need to find someone to take the lead on the foundation.
- Catastrophic Leave Policy
 - The policy will be discussed during the employee handbook revision discussions.
- Library Trustee Training Series: Changes to the Open Public Meetings Act – 3/25/26
 - Each board member needs 2 hours of training per year.

- Local Only Pay Card
 - Main Library Alliance is going back to allowing local only pay cards.
 - The board does not want to offer the local only pay cards.
 - The main pay card is now \$300 per person or \$275 for patrons 65 and over.
- Percussion Play Update
 - The board has decided not to proceed with the purchase from Ben Shaffer Recreation.
- Meeting Room Door
 - It is okay to have an alarm on the emergency exit door.
 - Currently have 2 of 3 quotes for installation.

PUBLIC:

- No public in attendance.

NEW BUSINESS:

- Employee Leave of Absence – extension through 5/11/26
 - A circulation assistant's leave of absence extension was discussed.

A motion was made by Mr. Johnson, seconded by Ms. Baumann, and carried to approve the circulation assistant leave of absence extension through May, 11, 2026.

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

- Job Descriptions: Substitute Circulation Assistant, Substitute Youth Services Assistant, and Substitute Adult Services Assistant

A motion was made by Mr. Johnson, seconded by Ms. Gerhardt, and carried to approve the Substitute Circulation Assistant, Substitute Youth Services Assistant, and Substitute Adult Services Assistant job descriptions.

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

- Financial Disclosure Forms
 - Reminder to complete financial disclosure forms.
 - Need to be completed by April 30, 2026.
- Employee Handbook March 2026
 - Employee handbook was emailed to each board member.
 - The board will look at it first before sending it to the attorney for review.
 - Will be discussed in detail at next meeting on May 14, 2026.

- Union Contract Amendment #2

A motion was made by Mr. Williams, seconded by Mr. Johnson, and carried to approve Union Contract Amendment #2.

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

- People Counter
 - New people counters to be installed at the front door, meeting room emergency exit door and children's.

Next week is National Library Week. The board will supply bagels and crumb cake for staff on Tuesday, April 21, 2026.

ADJOURNMENT: A motion was made by Ms. Baumann, seconded by Ms. Gerhardt, to adjourn the meeting at 8:26 pm. A voice vote indicated all present in favor with no opposition expressed.

Mr. Williams, Secretary