Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
December 14, 2020

1. Call to Order at 7:03pm

Board Secretary read the following:

This is a Regular Meeting of the Demarest Library Board of Trustees. The date, time and location of this meeting has been advertised in the Official Newspapers of the Borough, filed with the Borough Clerk and posted on the Municipal Bulletin Board. All notice requirements of the Open Public Meeting Act for this meeting have been fulfilled.

2. Roll Call

Present: P. Desai; L. Carson; A. Robbins; D. Hayden; E. Kass; S. Nankani; J. Choi; M. Iannuzzi; J. Kupperman
Absent: A. Sandoval

3. Approval of Agenda

Motion to approve by S. Nankani; Seconded by J. Kupperman

4. Approval of Minutes of the November 16th Meeting

Motion to approve by S. Nankani; Seconded by J. Kupperman

5. Treasurer's Report

Motion to approve Bill List by S. Nankani; Seconded by J. Kupperman

a. A. Robbins noted that the payment to C. Czesak was payment for upcoming strategic planning and the Demco order is for the book labels the Children's Librarian orders once every year (ex fiction, graphic novels labels).
    i. P. Desai noted that some of the expenses for the take home crafts fall under the Programming budget line and some fall under the Supplies budget line. A. Robbins noted that it should all come from the Programming budget.

b. S. Nankani requested further information regarding Procopy line item. P. Desai noted that Procopy charges us for services 4 x a year and the rest of the charge is for the number of copies used. C. Czesak signed a 5 year contract with them. P. Desai is following up with Procopy to receive a copy of the contract.

c. P. Desai clarified that the check for GPG Enterprises was payment for AED Equipment and Training.

6. Library Director's Report

a. All staff, except for the pages, completed AED/CPR training on 11/23 at the library conducted by Lee Wallin of GPG Enterprises. They received their completion certificates and a copy is in their respective employee files.

b. P. Desai met virtually with S. Nankani and D. Hayden to discuss the policy manual. D. Hayden will prepare a final draft and it will be presented to the Library Attorney, Michael Cerone for his review.

c. The 2020 holiday list has been included in the board packet and pursuant board approval, P. Desai will circulate the list to the BCCLS office and update the library website.

d. P. Desai's end of year review is completed as well as the Information Services Librarian's review.

e. Duru Ranjani, a part-time library assistant, will not be returning to work in 2021 and P. Desai has requested that she be removed from the payroll list. P. Desai recommends that we hire Gabriella Macchiavelli for 20 hours a week and we offer her 1 week of paid vacation time since she has been working at the library for 8+ years.

f. Library staff have been keeping a daily count on the foot traffic and curbside pickup traffic. A report has been included in the Board Packet.

g. P. Desai will be on vacation from 12/21 until the New Year. All full-time staff have used their 2 weeks of vacation until 12/31.

h. A Holiday concert took place on 12/9 by a local resident. The program was broadcast on Facebook Live.

7. Old Business

a. Strategic Planning Update

i. The strategic planning flyer was created with a title **Focus on the Future;** it was distributed electronically and physically to the community, as discussed at the strategic planning committee meeting. A copy of the flyer is included in the board packet.

ii. In January, a newsletter will be sent out regarding Strategic Planning.

iii. In 2021, P. Desai will meet with C. Czesak to focus on next steps and will provide updates to the board in January.

iv. M. Iannuzzi said the electronic board in town could be used with just a few days notice.

v. The plan is to have an electronic survey distributed in early 2021 via google forms.

b. Discussion/vote holidays 2021

Motion to approve the amended 2021 holiday closings list by S. Nankani; Seconded by J. Kupperman

i. Staff suggested that we close the day before Christmas, since there is little traffic and instead, open half-day on New Year's Eve.

ii. J. Kupperman questioned closing the library on Mother's Day and Father's Day. Library staff noted low attendance on those days. P. Desai also noted that since we typically pay part-time staff time and half to work those days, we would save the library money by closing. It was agreed that we would re-evaluate next year and we can make changes based on the needs of the community.

8. Building and Grounds Committee Update

a. P. Desai will distribute the recently received final completed version of the improvement plan from Ed Arcari to the board for review.

b. S. Nankani suggested that we investigate options of possible local architects to assist us in reviewing Arcari's plan and providing us with insight. S. Nankani will provide the name of an architect in Cresskill who lives in Demarest – McNally Doolittle Engineering, LLC.

c. S. Nankani and E. Kass recommend that we consider timing and move quickly so that we could possibly start work on the library when it is already closed due to COVID.

9. President's Report

a. Board will start doing evaluations of the staff for the first time this year. The created self-reflection form will be utilized by staff.

b. Friends of the Library Group – S. Nankani suggested that we start considering options of possible residents who might be interested in starting this non-profit organization. We need a minimum of 4 to serve as a Friends of the Library group. The main goal is to help raise funds for the library.

c. P. Desai will provide board members with further information regarding a Friends of the Library group.

10. New Business

a. Sick time carry over

b. Vacation carry over

i. D. Hayden is waiting on guidance from M. Cerone and will send an updated employee handbook to the board for review before the January meeting.

c. Proposed 2021 budget
    i. A draft of the 2021 budget has been included in the board packet. This is a work-in-progress document and does not include all the expenses from December. The final version will be approved and voted at the January 2021 board meeting.
    ii. P. Desai noted that Miss Kate is requesting a makers cart and possibly a new ipad for programming.
        1. S. Nankani suggested that Miss Kate share with the board the professional development she has completed in order to prepare for new programming.
    iii. Lego Robotics Kits – Question was raised as to what we are doing with the kits we invested in last year. P. Desai noted that Miss Kate had reached out to Kyusoon Lee but had not received a response as of yet. P. Desai will attempt to reach out again. J. Kupperman suggested that maybe he can do a zoom session with kids utilizing the kits somehow. S. Nankani suggested that P. Desai research what other libraries are doing with their Lego Robotics kits during this time. S. Nankani mentioned the possibility of Miss Kate receiving some training to run a simple robotics program with young kids, if Kyusoon is not available.
d. Curbside pickup for the first two weeks in January
    i. Due to the increase in COVID-19 cases, P. Desai, in consultation with the Board President and Library Staff, has decided to close the Children's Room effective 12/14/20 and will move to curbside pickup until the second week of January. All neighboring libraries have moved to curbside pickup, including Cresskill, Dumont and Closter.

11. Meeting Open to Public for comments

Motion to open the meeting to the public by S. Nankani; Seconded by J. Kupperman.
Motion to close the meeting to the public by S. Nankai; Seconded by J. Kupperman.

12. Adjournment

Motion to close the meeting at 8:29pm by S. Nankani; Seconded by J. Kupperman.

Next Board Meeting: January 25th, 2021