Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
January 25, 2021

1. **Call to order at 7:02pm**
   Secretary Choi 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: S. Nankani; P. Desai; D. Hayden; E. Kass; A. Sandoval; L. Carson; J. Choi
   M. Iannuzzi
   S. Galli (future Library Board Treasurer – attended meeting as guest)
   Absent: J. Kupperman

3. **Approval of Agenda**
   Motion to approve by S. Nankani; Seconded by J. Choi.

4. **Architect Presentation on Library Improvement Plan**
   a. E. Arcari attended the Board Meeting and provided an overview of the Library Improvement Study conducted by Aracari + Iovino Architects, PC. The Improvement Study was provided to the Board in advance.
   b. E. Arcari and Building and Grounds Committee noted that most pressing improvement needed is the Main Entrance leading to the Children's Room, which will cost approximately $60,000.
   c. S. Galli inquired about the option of examining the 68 Stelfox property for the purposes expanding the building footprint.
      i. S. Nankani noted that we would need to first examine the current building improvement priorities then we can readdress the possibility of pursuing the neighboring property in the future.
   d. E. Arcari noted that the bidding process would take a minimum of 3-4 weeks. It would take 4-6 weeks to acquire construction documentation and a few weeks to negotiate with the contractor. He said the actual construction would take about 3 months so in total, the process would take 6 months to complete from beginning to end.

5. **Board Reorganization – election of officers**
   a. Introduction of Steve Galli – incoming Library Board Treasurer.
      i. S. Galli will formally join the Board 2/1 and will fulfill the position until 2023.

6. **Approval of Minutes of the December 14, 2020 Meeting**

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

7. **New Business**
    a. Resolutions for Annual Motions
        i. S. Nankani made a motion to reaffirm the Library Director as the purchasing agent of the Demarest Library. Seconded by J. Choi.
        ii. S. Nankani made a motion to reaffirm the current By-Laws of the Demarest Library's Board of Trustees. Seconded by J. Choi.
        iii. S. Nankani made a motion to keep the meeting agenda according to the By-Laws of the Demarest Library Board of Trustees. Seconded by J. Choi.
        iv. S. Nankani made a motion that the Director be authorized to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum. Seconded by J. Choi.
        v. S. Nankani made a motion to approve BCCLS By-Laws, to continue participation in the Consortium. Seconded by J. Choi.
        vi. S. Nankani made a motion to designate Mariner's Bank as the official depository of the Board. Seconded by J. Choi.
        vii. S. Nankani made a motion to approve a Petty Cash fun of $200. Seconded by J. Choi.
        viii. S. Nankani made a motion to approve payment to vendors for which a monthly payment is regularly made, including by not limited to Verizon, PSE&G, Rockland Electric, Suez, B&T and Amazon. Seconded by J. Choi.
        ix. S. Nankani made a motion to approve schedule of Board meeting dates for 2021. Seconded by J. Choi.
        x. S. Nankani made a motion to confirm Michael Cerone, Jr ESQ as the Library Board Attorney. Seconded by J. Choi.
        xi. S. Nankani made a motion to confirm Lerch, Vinci & Higgins, LLP as the library auditor. Seconded by J. Choi.

    Roll Call for Resolutions
    D. Hayden – Yes
    A. Sandoval – Yes
    L. Carson – Yes
    E. Kass – Yes

8. **Director's Report**
    a. Demarest Library is in the process of setting up a system that provides information about vaccine services to seniors in the community.
    b. P. Desai recommends that the library hire a part-time bookkeeper, ideally with Quickbooks experience, for 3-5 hours per week to carry out administrative tasks. This will provide Director with more time to focus on greater value-add activities for the library.

i. P. Desai noted that the projected cost would be $17 hour for a max of 5 hours a week - $4400 for the year. P. Desai is requesting a permanent hire.

c. 2021 Holiday List has been posted on the Library website and on the BCCLS website.
d. Demarest Library will continue to offer curbside services until it is safe to re-open the library.
e. The library page A. Khilko's sister has been trained and will replace A. Khilko.
f. Programming updates – Make Your Own Bath Bomb class is scheduled for February. P. Desai working with KDPA on a Lunar New Year program. Weekly Yoga/Meditation series continues and attendance has gone up.
g. Cleaning Company updates – After reviewing other quotes, P. Desai recommends continuing with City Wide for $859.99/month 3 x week cleaning. P. Desai recommends continuing with a once a year deep cleaning and would like to work with Trinity Cleaning Services (quote has been provided to the Board for review).
    i. Date of deep cleaning will be determined at a later date, depending on construction and based on library reopening to the public.
h. Strategic Planning update – P. Desai and C. Czesak conducted a demographic analysis of the Demarest community. P. Desai will be meeting again soon to discuss next steps.
i. The RFQ's legal notice ad has been sent to the newspaper and the Board meeting dates will be sent after they are approved.
j. On 1/11 the library alarm went off due to a door jam and A. Sandoval came in to turn off the alarm. The Police were notified and inspected the building and the DPW has fixed the door.

9. **Committee Reports**
    a. Building and Grounds
        i. E. Kass and P. Desai met with a Demarest resident and architect, S. Kim, who reviewed Arcari and Iovino's Library Update Plan. He agreed with the overall plan and provided some general feedback.

    Motion to approve moving forward with the entry and the Children's Room updates and completing other updates that can be addressed within this same stage by S, Nankani; Seconded by J. Choi.

10. **Old Business**
    a. Employee Handbook Update
        i. D. Hayden sent the final draft of the updated employee handbook to all Board members for review. Further discussion is scheduled for the February meeting.

11. **President's Report**
    a. January Bill List

    Motion to approve bill list by S. Nankani; Seconded by J. Choi.

b. Treasurer Update
    i. S. Galli will start formally join the board on 2/1 and will provide an update at the February board meeting.
c. 2021 Budget
    i. P. Desai provided the board with the 2021 Budget for review. It was noted that the numbers might change once the salary increases are finalized at the February Board meeting.
d. Salary and performance review update
    i. P. Desai and S. Nankani met to discuss compensation increases for the library staff. Recommendations have been made regarding salary increases and it will be discussed and voted on at the February meeting.
e. Museum Passes
    i. P. Desai is working with the museums to see if they can put our passes on hold or not charge us for the months during the pandemic. Some museums have offered extensions to their passes. P. Desai will review and possibly change some of the museum pass options for 2022.

12. **New Business**

13. **Meeting Open to Public**
    Motion to open the meeting to the public by S. Nankani; Seconded by J. Choi.
    Motion to close the meeting to the public by S. Nankani; Seconded by J. Choi.

14. **Adjournment**
    Motion to adjourn meeting at 8:35pm by S. Nankani; Seconded by J. Choi.

Next Board Meeting: February 22, 2021