Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
February 22, 2021

1. **Call to order at 7:04pm**
   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
   J. Kupperman (arrived 7:12pm)
   Absent: None

3. **New Trustee Oath/Swearing in for the Treasurer – Steve Galli**

4. **Approval of Agenda**
   a. S. Nankani requested to have the President's Report presented prior to New Business.
   Motion to approve the amended Agenda by A. Sandoval; Seconded by L. Carson.

5. **Approval of the Minutes of the January 25 Meeting**
   Motion to approve by A. Sandoval; Seconded by L. Carson.

6. **Treasurer's Report**
   Motion to approve the bill list by A. Sandoval; Seconded by L. Carson
   a. Arrangements were made for S. Galli to provide S. Nankani with the checks 2/23.
   b. S. Galli noted that the library earned over $1000 in interest and the decrease in the operating account was due to the payment of bills.
   c. P. Desai will check with accountant regarding questions around taxable income when Bank of America CD expires in November 2021.
   d. On Profit and Loss Detail, under Adult Programming, P. Desai clarified that the FELT charge was related to the Japanese cleaning program and P. Desai noted that Julia Nock runs the Book Club for the library.

7. **Director's Report**
   a. NJ Governor's office has set up a hotline for seniors to call make vaccine appointments. This information was disseminated to the community via newsletters and our social media page. In addition, the staff is offering

assistance by answering any questions the community might have on making appointments

b. After consultation with the Board President and reflecting on the increase in COVID-19 cases and neighboring libraries' decisions to continue with curbside pickup only, the Demarest Library will offer curbside services only until it is safe to re-open the library.
c. The Demarest Library collaborated with the Korean Demarest Parents Association and successfully hosted a Lunar New Year celebration virtually.
d. P. Desai is working together with the Board Secretary to develop a Junior Friends Group for the Demarest Library.
e. P. Desai will be attending State Directors training. P. Desai also attended a BCCLS executive Board meeting and a post-pandemic planning webinar.
f. P. Desai and library staff met with C. Czesak 2/9 to discuss strategic planning focus group questions. Next steps include meeting with the strategic planning committee in late February or early March
    i. Focus group questions will be presented via paper surveys and google forms.
    ii. Reaching out to the Suburbanite to see if they can advertise the link for the survey.
    iii. P. Desai will send a link to Board Secretary for input into the PTO Newsletter.
g. A locksmith fixed with ongoing issue with the Stelfox door.
h. P. Desai reported that the library partnered with Closter, Haworth, Old Tappan, Harrington Park, Northvale and Emerson to launch a PenPal Program, which will be rolled out 3/1. A flyer was provided to the board for further information.
    i. P. Desai noted that the program is designed so that the identities of patrons are protected.
    ii. For participants under 18, parent approval needs to be provided.
i. The library donated a box of young adult and children book (withdrawn from the system) to an elementary school P.S 36 in Bronx. P. Desai will continue to find other institutions who are looking for book donations.
j. Under P. Desai's guidance, the Youth Services Supervisor and the Information Services Librarian worked with a middle school teacher to execute the recapture program differently due to the pandemic. The Youth Services Supervisor has presented the project in detail in her children's room report.
k. P. Desai noted that we received some donations from patrons who thanked the library for their services. The library also received $2600 in PPE Aid from the Bergen County Consortium.

8. Committee Reports

a. Building and Grounds

Motion to approve the proposal of services from Arcari and Iovino Architects by A. Sandoval; Seconded by L. Carson.

i. Architects proposal for services was provided for the Board prior to the meeting for review.
ii. A. Sandoval requested clarification regarding out of pocket expenses. E. Kass will inquire further with E. Arcari.
iii. E. Arcari noted that the library will not have to close during construction. Patrons will just have to access the children's room using the elevator.
iv. J. Kupperman inquired if acrylic pane could be used instead of metal on the stairs and if thicker acrylic pane could be used for the wall to allow more natural light. E. Kass will inquire further with E. Arcari.

9. Old Business

a. *Motion to approve the Employee Handbook with the changes suggested by D. Hayden by A. Sandoval; Seconded by L. Carson.*
   i. D. Hayden suggested to make an adjustment to the vacation policy in the handbook as such:
      1. During the first calendar year, 1 working day for each month of service
      2. 12 working days from beginning of first full calendar year of service and up to 5 years of continuous service.
      3. 20 working days after 5 years and up to 20 years.
      4. 25 working days over 20 years of continuous service.
   ii. The proposed change does not differentiate between professional and non-professional staff.
   iii. Current employees are grandfathered in and all professional full time staff receives 4 weeks and para professional staff receive 3 weeks.
   iv. D. Hayden will make the changes to the handbook and send the revised copy to the board via email. Employees will sign the handbook and P. Desai will keep a copy.

10. President's Report

a. Employee Handbook
   i. S. Nankani noted that both D. Hayden and M. Cerrone reviewed the handbook and updated it accordingly. M. Cerrone suggested to revise the handbook every 5 years.
b. Building and Grounds
   i. E. Kass took charge of working with E. Arcari on the proposal and a member of our community agreed to be an outside advisor/informal friend of the library for this project.

c. Library Director Review completed and C. Czesak will mentor P. Desai based on review results.
d. Library Budget
    i. New categories were created to assist in budgeting for emergency years such as this past one and designed to have funds allocated to implement feedback from the strategic plan.
e. Outreach
    i. S. Nankani requested that board members reach out to P. Desai with any ideas on how to improve library outreach. P. Desai has faced challenges communicating with local newspapers to get programs listed.
f. S. Nankani shared resources w/ P. Desai on ways to present information to the board regarding circulation and statistics
g. S. Nankani noted that the borough does not provide vision care insurance and dental insurance is only provided to a single, not family. This was considered when salaries increases for employees were discussed.

11. New Business

a. Motion to approve the 2021 Library Budget by A. Sandoval; Seconded by L. Carson.
    i. Reviewed borough appropriations and mapped it against the budget.
    ii. S. Nankani is working with P. Desai and S. Galli to figure out how much money the library is carrying over year to year and how much we need to allocate to the capital account.
    iii. A. Sandoval inquired as to why there was nothing budgeted for Quickbooks Consultant in 2021. P. Desai noted that it is under employee costs because we budgeted for a part-time bookkeeper.
    iv. S. Galli noted that there was an 11.36% increase in the budget from 2020 expenditures to 2021 budgeted and the category of proposed salaries was the biggest increase.
        1. It was noted that the 2020 actual salaries was lower than budgeted because the position of Head of Circulation was absent from March until July.
        2. It was also noted that the increase in health nbenefits was because P. Desai wasn't enrolled in 2020 and was only recently added in 2021.

b. Motion to approve the salary raise for full-time and part-time employees by A. Sandoval; Seconded by L. Carson.
    i. S. Nankani noted that the salary raise for the past two years have been 2.5%.

c. Motion to approve a part time Book Keeper by A. Sandoval; Seconded by L. Carson.

i. P. Desai recommended that the library hire a part-time bookkeeper for 3-5 hours per week to carry out administrative tasks such as writing checks, paying bills, managing the monthly budget and conducting bank reconciliations. P. Desai noted that since 2-3 hours of her day is spent on these tasks, if we hired a bookkeeper to help then she would be free to focus on greater value-add activities for the library.
ii. Questions were raised regarding the length of employment for the part time book keeper. It was agreed that the position would be reevaluated after one year.

12. Meeting Open to Public

Motion to open the meeting to the public by A. Sandoval; Seconded by L. Carson.
Motion to close the meeting to the public by A. Sandoval; Seconded by L. Carson.

13. Adjournment

Motion to adjourn the meeting at 8:38pm by A. Sandoval; Seconded by L. Carson.

Next Board Meeting: Monday, March 15