Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
April 19, 2021

1. **Call to order at 7:01pm**
   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; A. Sandoval; L. Carson; J. Choi; M. Iannuzzi; S. Galli; J. Kupperman; E. Kass
   Absent: None

3. **Approval of Agenda**
   Motion to approve Agenda by D. Hayden; Seconded by M. Iannuzzi

4. **Approval of Minutes of the March 15th Meeting**
   Motion to approve the Minutes of the March 15th Meeting by D. Hayden; Seconded by M. Iannuzzi

5. **Treasurer's Report**
   Motion to approve Bill List by D. Hayden; Seconded by M. Iannuzzi
   a. As per the 3/15 resolution, money was shifted from the operating account to the capital account.
   b. Received the first appropriation from the borough and the amount was deposited in the bank in early March.
   c. J. Kupperman inquired about the CD at the Bank of America. P. Desai noted that it matures in November 2021.
   d. P. Desai noted that 2 bills were received after the bill list was completed and will be added to the excel spreadsheet.
   e. P. Desai changed the format of the bill list so that vendor names can be viewed and that format will be continued every month.

6. **Director's Report**
   a. Strategic Planning committee met with C. Czesak to analyze the survey results. Currently, 146 responses have been received and the committee is working on getting more survey results from the community. C. Czesak will present findings at the May Board Meeting.
   b. P. Desai will be utilizing money from the Donation Account to make library staff t-shirts.

c. The library is scheduled to open for in-person services starting on Monday, April 26th. The reopening schedule and policy is attached to the board packet.
d. P. Desai is hosting a joint webinar with other BCCLS Committees on 4/22 and 5/6.
e. Youth Services Supervisor will resume outdoor story time from the week of April 26th, utilizing the exterior of the library as the setting.
f. P. Desai invested in a library Ipad, wireless barcode scanner and wireless keyboard which will allow staff to check out books and create new cards for patrons remotely.
g. The Legal Ad for the Bid was placed in the newspapers 3/26. There was a pre bid walkthrough on 4/9 and the bids are due at the library on 4/22. P. Desai will be making a payment from the Capital Account for the first bill of $13,000 that was received from the library architect.
h. A DNA & Genealogy program and an evening spring time yoga class was added for the month of April. This is in addition to the weekly yoga, book club and knitting group.

7. Committee Reports

a. Building and Grounds
    i. E. Kass noted that E. Arcari is open to adjustments in his plan. For instance, we can consider replacing the steel for the back of the steps with a different architectural metal that will allow more light through. The cost might be higher.
        1. S. Nankani spoke with P. Desai about the tv screen for the entryway. Wiring for the tv is not included in the current plans. This will be addressed with E. Arcari.
    ii. E. Kass noted that one of the bidders suggested that we replace the windows and add a fastening system rather than adding double pane to the windows that already exist. This would cost more money but might be more efficient down the line.
    iii. Once the bidder is selected, E. Arcari will review the proposal and make suggestions. The winning contract will be shared with M. Cerrone for review.

8. Old Business

a. Bookkeeper's Update
    i. P. Desai received 5 resumes and interviewed 4 candidates. The most qualified candidate with QuickBooks experience is requesting a higher hourly rate. The Board agreed to increasing the pay rate so that we can stay competitive and hire the best candidate for the position.

Motion to increase the Bookkeeper hourly pay rate to $20-$25 for 3-5 hours a week, on a permanent basis, by D. Hayden; Seconded by M. Iannuzzi

b. Strategic planning update
    i. C. Czesak will attend the May board meeting and update the board on survey results.
    ii. Committee working on ways to have a wider range of participants complete the survey. Investigating the option of doing a Facebook Ad for $10 a day for 5 days. For other libraries, this has proven to be effective in reaching a broader audience.
    iii. J. Choi will send vendor information to P. Desai for lawn signs.
    iv. M. Iannuzzi will reach out to the borough clerk and work on getting survey information on the town message board.
    v. P. Desai will resend the survey link for the board members to complete.
    vi. S. Nankani suggested that board members help advertise the survey amongst their own networks in town.

9. New Business

a. Recommendation to join the advantage program with Overdrive as the member of BCLS consortium (https://resources.overdrive.com/library/apps-features/advantage/)
    i. P. Desai recommends that we join the advantage program with Overdrive for adult fiction and non-fiction. There is an initial $250 charge that will be added to the account in the form of content credit. There are no monthly fees and you just pay for the content you purchase. By joining the program, it allows Demarest Library patrons to get priority on any content purchased by the library. Patrons receive books off the hold list sooner with a minimal wait list time.

    Motion to approve joining the advantage program by D. Hayden; Seconded by M. Iannuzzi.
    Roll Call Vote:
    Yes- S. Nankani; E. Kass; A. Sandoval; L. Carson; D. Hayden; M. Iannuzzi
    No – J. Kupperman
    Absent from vote – S. Galli; J. Choi

b. Donation Account
    i. Since we do not have an official Friends of the Library account to use, P. Desai recommends using money from the donation account for patron/client appreciation, staff t-shirts, summer reading programming, purchasing of additional books, etc.
    ii. P. Desai will monitor the donations and will maintain a separate account on QuickBooks to track them. Once more information is gathered, the board can have a future discussion on how to use the funds.

c. Reopening Policy

i. P. Desai shared the reopening plan document with the board in the board packet. P. Desai noted that she will be cautious in the beginning but once the staff are all fully vaccinated, she will open for additional hours in the evening. Outdoor storytime will resume on library grounds and then move to the gazebo in May/June timeframe.

10. President's Report

a. S. Nankani shared with the board an invoice received from E. Arcari with an outstanding fee of $3500. The outstanding fee covers his review of bids, field coordination, review of payment applications, sketches, etc. S. Nankani suggested that the board vote on the approval of this bill.
Motion to approve payment of the bill received from E. Arcari by D. Hayden; Seconded by M. Iannuzzi.

b. S. Nankani noted that she attended a bookmaking program with E. Kass and although 6 people had signed up, only 3 attended. She suggested that the board brainstorm ways to get more people interested in the library programs.

c. S Nankani suggested that the board creates a policy around the donation account, since this is the library's informal Friends of the Library account. S. Nankani suggested that the board bring ideas to the next meeting on how to use the funds and how other libraries use their funds.

11. Meeting Open to Public

Motion to open the meeting to the public by D. Hayden; Seconded by M. Iannuzzi
Motion to close the meeting to the public by D. Hayden; Seconded by M. Iannuzzi

12. Adjournment

Motion to adjourn the meeting at 8:30pm by D. Hayden; Seconded by M. Iannuzzi

Next Board Meeting: Monday, May 17th