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

1. **Call to order at**
   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; J. Kupperman; E. Kass; S. Galli
   Absent: None

3. **Approval of Agenda**
   Motion to approve Agenda by J. Choi; Seconded by D. Hayden.

4. **Approval of Minutes of June 21st Meeting**
   Motion to approve the Minutes of the June 21st Meeting by J. Choi; Seconded by D. Hayden.

5. **Treasurer's Report**
   Motion to approve the bill list by J. Choi; Seconded by D. Hayden.
   a. S. Galli noted that we are spending on target and we currently have a total balance of $531,000 between the three accounts.
   b. P. Desai provided the board with a document outlining the budget vs. actual as of June 2021. P. Desai noted that since we are only ½ way through the budget year, there are some areas where we still have 100% remaining. For instance, book orders for the ESL program have just been entered and will be reflected in the next part of the budget. P. Desai noted that so far there are no areas of concern with regards to the budget and library spending.

6. **Director's Report**
   a. The library has resumed normal hours of operation M-F and during the summer months, the library is not open on Sundays. Weekend hours will resume in Sept. 2021.
   b. P. Desai recommends the hire of a qualified town resident for the part-time children's position at $15/hr. The new hire's main responsibility is to cover the children's room desk during evening hours. She will also help the children's librarian with programming, assist with the children after school and help with the redesign of the library website.

c. The annual audit has been completed by Lerch, Vinci & Higgins, LLP and copies will be available at the library once they are received.
    i. L. Carson noted that the BOE received a discount by requesting to not receive additional copies of their audit report. P. Desai will look into this option for the library as well.
d. The notary license for P. Desai has been renewed and P. Desai will request to sign her license in front of the county clerk early September when she is sworn in at the Morris County Clerk's office.
e. Patrons attending the weekly yoga class requested that the library record each yoga session so that they can view it later. The instructor said she will record and allow one additional viewing per week at a cost of $25 additional per week or two viewings for $50. P. Desai noted to the patrons that the library does not have the budget to cover the cost so the patrons agreed to donate. A date could not be agreed upon so they decided to continue the conversation at another time.
    i. Post the yoga discussion, P. Desai met with a library patron who requested to review the library budget and financial statements. P. Desai provided the patron with the 2020-2021 library board meeting minutes and the 2020 audit to review.
    ii. Moving forward, P. Desai will put together a revised budget every month for the public to view.
    iii. Members of the board also suggested that P. Desai should post library board meeting minutes on the website for patrons to view. P. Desai said that once the strategic plan is completed, she will put all the updates on the website at one time. She can add a link that patrons can click to view the minutes and the annual budget. In the meantime, she will maintain paper copies in the library. S. Nankani suggested that under the 'About the Library' section on the website, P. Desai should make a note that states that copies of wthe Meeting Minutes, Annual Budget and Audit are available in the library for patrons to review.
f. The summer reading kick-off event on 6/29 was a success with 35 members in attendance and pictures were posted on social media.
g. Library programming flyers and other promotional documents are being posted at the swim club, the bus shelter and other high traffic areas in town. P. Desai continues to explore different ways to publicize library programs and resources.
h. The Demarest library is sharing the $1500 cost of the MOMA museum with the Cresskill library. Each library will receive its own pass for their patrons. Four individuals will be permitted entry to the MOMA museum with this pass.
i. Light bulbs that were recently replaced by DPW did not work. An electrician was hired to replace ballasts and change fixtures. He recommended that the library switch to LED bulbs as they last longer and prevent heating of the wires.
    i. E. Kass noted that lighting was part of the library's approvement agenda. There was a recommendation to update the lighting in the stacks and E.

Arcari had been consulted. P. Desai will research vendors and options and report back to the board. M. Iannuzzi suggested speaking with Susan in Borough Hall since they recently did a survey of their light fixtures. L. Carson also noted that the schools are also evaluating lighting and a portion of it is being paid by a grant.

ii. P. Desai also noted that the staff bathroom is experiencing drainage issues. She contacted a plumber and he said he will come back in two weeks.

j. The air-conditioning in the train station room is not operational and the roof has some leaks. The programs that have been already scheduled will be moved outside weather permitting. Once the issues have been resolved, we will schedule additional programming in August.
    i. M. Iannuzzi noted that the air conditioning has been fixed.
    ii. The Demarest United Methodist Church offered the library space as backup for children's programs in August.
k. Delivery of The Wall Street Journal and Barron's has been resumed.
l. We received a $20 donation from a patron who came in to receive a library card. A thank you note has been sent by our Circulation Head on behalf of the staff and the Board of Trustees.
m. The Senior Health Check program with the Bergen County Nurse in the train station was restarted and will continue every month. The nurse agreed to contact past patrons who have attended to inform them that this program is now running again.
n. Alarm was set off because the cleaning crew did not properly shut the supply closet door. Bridget will walk the cleaning company through the building and show them what needs to be secured and closed so that this doesn't occur again.
o. P. Desai attached for board review a quote from Tru Green for weeding and fertilizer treatment. The DPW will continue to mow the lawns and remove snow but you need a special license to do weeding and fertilizer treatment.

Motion to approve the Tru Green contract by J. Choi; Seconded by D. Hayden.
Roll Call Vote: All board members voted Yes.

7. Committee Reports

a. Building and Grounds
    i. Permit was received 7/19 and the start date for construction was set for Monday, 7/26.
    ii. P. Desai will send a notice to the town to let everyone know that construction will begin at the library and estimated completion date is early Fall.

8. **Old Business**
    a. Strategic Planning Update
        i. The focus groups have all met. 11 community stakeholders attended the focus group meeting. A focus group for the Israeli population could not be organized; however a small group of Korean with a translator met with C. Czesak. The Strategic Planning Committee will be meeting in august to discuss the results and next steps. They will work on the vision and mission statement. An update will be provided to the board in September.

9. **New Business**
    a. Library Fundraising
        i. Since there is no Friends of the Library group yet, P. Desai is researching fundraising options for the library. P. Desai contacted XPlor Wines in Demarest to see if the library can collaborate with them to run a wine and cheese fundraiser for the library. Ticket prices would go to the library and any additional wine purchases would go to the business. Susan from Borough Hall informed P. Desai that the library would need a liquor license to serve alcohol and there is a $100 one time fee. Alcohol can't be sold on site at the event.
            1. M. Iannuzzi noted that in the past the library has run wine and cheese fundraising events and they always did very well.
            2. P. Desai noted that a library patron showed interest in starting a Friends of the Library group and will continue to keep the board updated.
    b. Teen Advisory Group
        i. On 7/14, K. Choi and G. Galli met with P. Desai and K. Gorman to discuss their ideas regarding the Teen Advisory Group. K. Choi, G. Galli and A. Jesner, who was out of town and could not attend, would like to start a Teen Advisory Group consisting of around 10 members from 7th grade and up. The purpose of the group would be to provide teen input to library planning, encourage more teen participation in library programs and support the children's librarian with other programming efforts. They would run interviews for TAG members and choose students who show a sincere interest in supporting the TAG mission. Some ideas they presented were to help assist in running programs such as the Lego Robotics Program, Chess Club and a Dungeon and Dragons Club. They also suggested organizing more programs where teens could volunteer such as a storytime or homework help with younger children. They also suggested running teen specific programs such as a movie night or a virtual game night using apps such as Discord. They plan to meet P. Desai

and K. Gorman 8/26 for a follow-up meeting and at that meeting, they will present a formal mission statement with set goals and a preliminary plan for the Teen Advisory Group.

10. President's Report

a. S. Nankani noted that a library patron who has lived in town for 30 years expressed appreciation for the library staff for everything they have accomplished throughout the pandemic. Patrons have also expressed gratitude to the library for maintaining the mask policy.
b. S. Nankani shared information with the board regarding a Trustee Roundtable Training/Meeting which is specifically focused on budget and fundraising strategies. P. Desai had also sent an email to the board regarding this same training.

11. Meeting Open to Public

Motion to open the meeting to the public by J. Choi; Seconded by D. Hayden.
Motion to close the meeting to the public by J. Choi; Seconded by D. Hayden.

12. Adjournment

Motion to adjourn the meeting at 8:11pm by J. Choi; Seconded by D. Hayden.

Next Board Meeting: Monday, September 20th