Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
June 21st, 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; A. Sandoval; L. Carson; J. Choi; M. Iannuzzi; J. Kupperman; E. Kass
   Absent: S. Galli

3. **Approval of Agenda**
   Motion to approve Agenda by S. Nankani; Seconded by A. Sandoval

4. **Approval of Minutes of the May 17th Meeting**
   Motion to approve the modified Minutes of the May 17th meeting by S. Nankani; Seconded by A. Sandoval
   a. Added J. Kupperman as present in the Roll Call.

5. **Treasurer's Report**
   Motion to approve the bill list by S. Nankani; Seconded by A. Sandoval
   a. P. Desai noted that she is meeting with the auditor on 6/23. P. Desai will provide a breakdown of the budget to the July Board Meeting.
   b. J. Kupperman requested clarification of the Land and Building line item under Fixed Assets on the Balance Sheet.
      i. P. Desai will bring a detailed report to the July board meeting.

6. **Director's Report**
   a. On 6/1 the strategic planning survey closed and random survey winner received gift cards. 5 winners were picked and each received $10 Dunkin Donut gift cards.
   b. Library Hours Update: Dedicated senior hours were removed; Library open to public from 9 – 4; Computers are available to public and advanced reservations are no longer required; All furniture is open access in quiet study room; Children's room is open to the public without limitations.
   c. Annual audit is scheduled for the week of 6/21 with Lerch, Vinci & Higgins, LLP.
   d. P. Desai's notary license is renewed and she is covered under the borough's insurance. Once the necessary stamps are received, notary services will be

offered to the Demarest community. A policy will be created and posted and the service will be offered by appointment only. P. Desai that

e. P. Desai consulted with Mayor, Board President and fellow BCCLS Directors and decided to retain the mask mandate for in-person visits.
f. Adult programs held at train station have been successful. The library has partnered with the Bergen County Health Dept and will offer health programs for senior citizens in the community. Additional outdoor summer programs are being planned.
g. Based on patron requests, newspaper delivery will resume effective 7/1.
h. Donations – The Library received a $100 donation from the Demarest Board of Education and a $1000 donation from the Richard H. Holzer Memorial Foundation.
i. P. Desai noted that donation funds will be used towards purchasing a small gift for the borough CFO to celebrate his retirement.

7. Committee Reports

a. Building and Grounds
    i. The construction company is in the process of getting the necessary permits and once received, they will get started.
    ii. E. Arcari will contact P. Desai re: measurements for the entryway television. He will also provide options as to what can be used for the back of the stairs to allow for more natural light.

8. Old Business

a. Strategic Planning Update
    i. Survey closed June 1st. A total of 275 surveys were completed.
    ii. Focus Groups
        1. Completed the first focus group of school-aged children.
        2. Working on second focus group of seniors – currently have 6 attending.
        3. The 6/28 focus group has 11 community stakeholders attending. The owner of Xplor Wines agreed to attend an expressed interest in collaborating with the library to host a wine and cheese event/program. P. Desai will speak further with Mayor Iannuzzi regarding this event and provide an update in July.
        4. After all focus groups are completed, C. Czesak will attend a board meeting to discuss the results.
        5. The board discussed conducting a follow-up survey and the importance of receiving feedback from patrons once the library construction is completed. P. Desai also noted that there is a plan in place to survey the community, one year after the goals and

objectives have been put into place, to see if they feel if the library was successful in implementing the strategic plan.

9. New Business

a. Summer Reading Update
    i. Summer Reading grand kickoff is scheduled for Tuesday, 6/29 at the gazebo from 2 – 4pm. The program has been widely advertised and hoping for high attendance. There will be various activities for the kids, live animals, tattoos, bubbles, storytime, etc.
    ii. A pop-up library will be at the event where attendees can get library cards.
    iii. Other upcoming programs – virtual Bergen county zoo; tie-dye program for kids; STEM programs; Spanish storytimes; Read to a dog program; fitness classes for adults, etc.

b. Library Hours for summer
    i. The library will open for evening hours, starting mid-July. On Mondays, Wednesdays & Thursdays – open from 9am – 8pm. On Tuesdays, open from 9am – 5pm.
    ii. For those seniors who are still hesitant, the library will continue to drop off books at their home.
    iii. Once an additional staff member is hired to cover the Children's Room, the library will open for Saturday hours as well.
    iv. There are no more restrictions on the number of people in the library and the computers are all open and being used by patrons.
        1. P. Desai noted that a change will be made to the website to clarify the 60 minute computer use rule.

c. BCCLS Update
    i. All BCCLS employees are encouraged to use BCCLS email system. Any information shared from the BCCLS email will be under the Open Public Act. Library Board Trustees can request the use of a BCCLS email as well. Trustees should reach out to the Director if they are interested in getting a BCCLS email address.
    ii. The possibility of having the EBCCLS service made optional or paid was discussed and P. Desai noted that out of 75 libraries, 40 voted No. P. Desai will provide an update to the Board at the October meeting.

10. President's Report

a. S. Nankani met with P. Desai about looking at the library website over the summer alongside strategic planning. It was noted that a town member offered to help update the library website.

b. Museum Passes – S. Nankani noted that the library will begin evaluating the current museum passes. P. Desai will continue to advertise the passes throughout the summer.
c. Junior Friends of the Library – J. Choi noted that an update will be provided to the board in June regarding the status of the Junior Friends of the Library group.
d. Mask Policy – The policy was reviewed by staff and the board of trustees. The policy will go up on the website and reminder posts will be on all doors. Extra disposable masks will be available at the circulation desk.
e. Juneteenth was added as a federal holiday and will be an additional holiday for the library.
f. Paper newsletter – S. Nankani suggests the library renew its mail permit so that we can do a print newsletter once a year updating Demarest residents about what is happening at the library. M. Iannuzzi noted that the library can renew its mail permit at the post office and it costs under $100 a year. This way the library will receive a cheaper rate when doing bulk mailings. The borough can help the library figure out how to send the newsletter to all Demarest households.

11. Meeting Open to Public

Motion to open the meeting to the public by S. Nankani; Seconded by A. Sandoval
Motion to close the meeting to the public by S. Nankani; Seconded by A. Sandoval

12. Adjournment

Motion to adjourn the meeting at 8:17pm by S. Nankani; Seconded by A. Sandoval

Next Board Meeting: Monday, July 19th