Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
March 15, 2021

1. **Call to order at 7:08pm.**
   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; J. Kupperman; S. Galli (joined 7:20pm)
   Absent: None

3. **Approval of Agenda**
   Motion to approve the modified agenda by J. Kupperman; Seconded by J. Choi
   a. The Treasurer's Report was moved on the agenda to after the Director's Report.

4. **Approval of Minutes of the February 22nd Meeting**
   Motion to approve the Minutes of the February 22nd Meeting by Jin Kupperman; Seconded by J. Choi

5. **Director's Report**
   a. Library in-person services will resume after the Demarest School District spring break. Once open, inside hours will increase and curbside pickup hours will continue. Senior hours will be offered in the mornings.
      i. P. Desai noted that if people require a service at the library, such as making copies, the staff will accommodate.
   b. P. Desai was selected to chair the BCCLS Advocacy and Government Relations Committee. The link below provides a brief description about the various committees and their scope in BCCLS from 2020.
      https://my.bccls.org/wp-content/uploads/2021/01/2020-BCCLS-Committees-Charges_Distribution-Updated-123020.pdf
   c. P. Desai is working with the Board Secretary to form a Youth Friends Group. Further information is being gathered and next steps will be discussed.
   d. The State Aid Report has been submitted and attached to the board packet.
   e. The train station is being prepared for community use. The library will be able to use it in the future for in person social distanced programming.
   f. Additional adult programs have been added in March such as a craft program, a gardening program and an essential oil scrub, relax and renew program.

g. P. Desai attended the NJ Construction Bond Session offered by the State Library.
    i. As noted in the session and further reiterated by library architect, the library should only apply for the construction bond once you have a full plan in place and the resolution has passed. There is a lot of cost associated with applying for a construction bond. P. Desai suggests that we wait and apply next year, after the strategic planning and when we have a firm plan set.
h. P. Desai partnered with other Northern Valley Library Directors to launch a Pen Pal program, which will be rolled out on March 1st. Participants have picked up their kits and the library invested in a mailbox where patrons can drop off letters.
i. Program Statistics: J. Kupperman suggested that the statistics be broken down by individual programs with information such as attendance and total cost. This will help when we re-assess each program. J. Kupperman also suggested more collaborative programming with other northern valley libraries. P. Desai will continue to work on this idea.

6. Treasurer's Report

Motion to approve the bill list by J.Kupperman; Seconded by J. Choi

a. Donation Account: A donor created a charitable remainder trust which can only be accessed when the donor passes away. S. Galli contacted the individual in charge of the trust funds to gather additional information and left a message.
b. Bank Balances: S. Galli noted that from 2017 to 2020 there was an average increase of 44% in terms of bank balances. The library must decide what needs to be done with the leftover/carryover funds in the operating account. S. Nankani noted that in the past, on an annual basis, money was put every quarter from the operating account into the capital improvement account. This money was earmarked for the implementation of the strategic plan. It was brought to our attention that the library was putting more money than needed into the capital account.
    i. S. Galli raised the question of utilizing the money towards purchasing the private neighboring property and expanding the library. J. Choi questioned whether or not space was ever raised as an issue by patrons. D. Hayden suggested we raise this question with the focus groups. D. Hayden also noted that there is no knowledge yet regarding the owners and their interest in selling. M. Iannuzzi noted that there needs to be good reason for the borough to purchase this property. It was agreed that the board would wait to see what the results of the strategic planning before moving forward.
c. EBSCO: EBSCO charge on check details is for the library magazine subscriptions. The subscription does not include digital access.

d. Check Details: S. Nankani requested that P. Desai provides the full title for each check on the Check Details for the board to review.

7. Committee Reports

a. Building and Grounds
    i. E. Arcari will be visiting the library on 3/16 to finalize the plans so that he can put out the bid.

8. Old Business

a. Bookkeeper's Update
    i. P. Desai has received 2 applications and has interviewed one of the applicants. Both applicants have library bookkeeping experience. P. Desai will do background checks before hiring.
b. Strategic Planning Update
    i. P. Desai sent the board suggestions to C. Czesak and will meet with her on rephrasing the survey.
    ii. P. Desai continues to work on strategic planning marketing. Flyers, emails, social media etc. P. Desai working on advertising the strategic planning survey on the town electronic bulletin board.

9. New Business

a. Motion to approve the resolution to reallocate 2020 unspent funds ($30,000) to Operating Budget 2021 reserve by S. Galli.
   Roll Call: S. Nankani (yes); D.Hayden (yes); E. Kass (yes); A. Sandoval (yes); J. Choi (yes); L. Carson (yes); M. Iannuzzi (yes); J. Kupperman (yes)
b. Motion to approve the resolution to reallocate unspent funds from Operating Budget to Capital Account by S. Galli.
   Roll Call: S. Nankani (yes); D.Hayden (yes); E. Kass (yes); A. Sandoval (yes); J. Choi (yes); L. Carson (yes); M. Iannuzzi (yes); J. Kupperman (yes)

10. President's Report

a. S. Nankani noted that with the upcoming strategic planning, it is important that the board to be reminded of their roles as library trustees. S. Nankani will share via email with the board some short documents created by United for Libraries about Library Trustee Role Responsibilities. S. Nankani will also share via email with the board an excerpt of Q&A with Michael Cerrone regarding proper board communication.
b. C. Czesak is also available to meet with the board to provide an update regarding the strategic planning process. She can do a presentation for the board once the survey input is received and the focus group questions have been settled.

c. Strategic Planning Committee: C. Czesak recommended that the subcommittee work on the strategic planning process and committee members provide updates to the board at meetings.
    i. S. Galli inquired about the response numbers that we are looking to receive for the survey. S. Nankani will ask C. Czesak.

11. Meeting Open to Public

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

12. Adjournment

Motion to adjourn the meeting at 8:41pm by J. Kupperman; Seconded by J. Choi

Next Board Meeting: Monday, April 19th