Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
May 17th, 2021

1. **Call to order at 7:01**
   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; E. Kass
   Absent: None

3. **Approval of Agenda**
   Motion to approve the modified agenda by E. Kass; Seconded by S. Galli
   a. S. Nankani suggested moving the President's Report earlier in order to provide extra time for C. Czesak to arrive at 7:30pm.

4. **Approval of Minutes of the April 19th Meeting**
   Motion to approve the Minutes of the April 19th Meeting by E. Kass; Seconded by S. Galli.

5. **Treasurer's Report**
   Motion to approve bill list by E. Kass; Seconded by S. Galli.
   a. S. Galli noted that there was nothing to report and all our financials are in good order.

6. **Director's Report**
   a. On 5/5 a staff member tested positive and P. Desai consulted with the Board President and Mayor and decided to close the library until the end of the week. Staff members tested and quarantined as directed and the building was sanitized. On 5/10, the library resumed in person hours.
   b. Youth Services Supervisor and P. Desai have booked Talewise for $350 for the 6/29 summer reading kickoff program. P. Desai will use money from the donation account to fund this program.
   c. A library intern was hired for the summer of 2021 and has offered to host the outdoor paint night program.
   d. The library received a $2,419.35 grant from Bergen County Freeholders. The advantage plus ebooks will be purchased from this grant money.
   e. P. Desai reached out to the auditor and it was agreed to have the yearly audit in mid-june. P. Desai is currently working on all the documents for the audit with the new bookkeeper.

f. P. Desai requests that for the safety of staff and patrons, the library continue with the policy that masks are required at all times inside the library.

7. Committee Reports

a. Building and Grounds
   i. E. Kass noted that both D. Hayden and M. Cerrone reviewed the contract and the contract has been approved and the project is ready to get started.
   ii. The contractor will visit the library and after a walk-through will set a date and begin work.
   iii. S. Nankani noted that they still had two requests/questions for E. Arcari regarding the contract and they will work with the building and grounds committee to get it resolved.
      1. One request is to add a clause in the contract which provides protection and warranty for materials.
      2. A second question is regarding the discrepancy in the interest rate. It was 2% before for prior projects and this contract states a 10% interest rate.

8. Old Business

a. Bookkeeper's update: The new bookkeeper joined on 5/12 and worked on April bills and continues to be trained. She will start to put vendor bills and purchase orders in Quickbooks. The bookkeeper will also work with P. Desai on the documents for the audit.

9. President's Report

a. S. Nankani worked closely w/ P. Desai on the decision to close after a staff member tested positive. S. Nankani noted it was important to close for the safety of the staff and patrons.
   i. P. Desai noted that the library can encourage but can't mandate that staff be vaccinated and the library will continue the mask policy until the Governor lifts the order. At that point, P. Desai will consult with the library consortium and make a decision regarding the mask policy.
b. S. Nankani reviewed the contract and will speak with E. Arcari about adding a warranty clause.
c. S. Nankani noted that the strategic planning committee met with C. Czesak and she is attending the meeting today to provide an overview for the board.

10. New Business

a. Review of the Owner and Contractor Agreement
   i. D. Hayden noted that it is a standard contract and she only had a few questions which she forwarded to M. Cerrone. Otherwise there are no concerns.

Motion to open the meeting to the public at 7:25pm by E. Kass; Seconded by S. Galli.

b. Strategic Planning Presentation by Cindy Czesak
    i. As of 5/14, the committee has received 229 strategic planning responses. The committee decided to do some facebook ads to get more responses and within 5 days, 170 people looked at the ad. Lawn signs were also placed around town. The survey will be extended a little longer to get more responses.
        1. D. Hayden suggested that the library send another notice out via the library email list to garner more survey responses.
    ii. Comments so far have been positive and people are happy with the library and the building. Once the survey is completed, a final analysis of the results will be sent to the board.
    iii. Focus Groups – Committee met and decided to do 5 focus groups: Senior Citizens; Middle/Highschool student population; New Adults (20-30 age group); Korean Community; Jewish Community.
        1. The Focus groups will be scheduled sometime in June and they will be in-person. Only C. Czesak will facilitate the focus groups and the questions will be broad and open-ended.
    iv. Town Hall – A virtual town hall will also be held sometime in July. This will not be focused on any particular group. Time/days will be selected soon and it will probably be held during the early evening hours.
    v. Strategic Planning Goal: To gather data from the community and discuss the vision of the library. The vision and the mission of the library has to have specific goals and annual objectives with dedicated timelines. C. Czesak suggests that the strategic planning process be repeated every 3 years. The purpose is to provide the library with a roadmap and a guide as to how to plan the budget. C. Czesak suggests possibly checking in with the focus groups after a year or two to see if they feel as though the library has addressed their concerns.

Motion to close the meeting to the public at 8:00pm by E. Kass; Seconded by S. Galli.

11. Adjournment

Motion to adjourn the meeting at 8:02pm by E. Kass; Seconded by S. Galli.

Next Board Meeting: June 21, 2021