**Minutes of the Meeting of**
**Board of Trustees of the Demarest Free Public Library**
**October 18, 2021**

1. **Call to order at 7:00pm**
   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; A. Sandoval; L. Carson; J. Choi; E. Kass; D, Hayden; J. Kupperman
   Absent: M. Iannuzzi; S. Galli

3. **Approval of Agenda**
   *Motion to approve the agenda by A. Sandoval; Seconded by J. Kupperman*

4. **Approval of Minutes of September 20th Meeting**
   *Motion to approve the Minutes of the September 20th Meeting by A. Sandoval; Seconded by J. Kupperman*

5. **Treasurer's Report**
   *Motion to approve the Bill List by A. Sandoval; Seconded by J. Kupperman*

6. **Director's Report**
   a. The 2022 library appropriation numbers were released by the state of New Jersey. The Demarest library appropriation amount is $557,945, which is $12,607 more from that in 2021.
   b. Children's Librarian starts 10/28. Various meet and greets have been organized and a newsletter was also circulated introducing her to the community.
   c. P. Desai received her notary stamps and notary services will be offered by appointment only. The notary policy was updated on the library website.
   d. The air filters in the library were changed by A Bradshaw & Cole Service and P. Desai is working on obtaining quotes on air purifiers as suggested by the board secretary. P. Desai is looking into HEPA filters from Dyson as well as an air filter brand suggested by S. Nankani.
   e. An institutional membership to New Jersey Library Association (NJLA) was renewed for $180/yr.
   f. P. Desai noted that she can't locate the keys to the safe deposit box at the Mariner's Bank. She contacted the previous Director and was told that it is in a

briefcase in the Director's office but the briefcase is nowhere to be found. The manager of the bank said that if the keys can't be found then there will be a charge of $150 to break the box. The Board recommends that we break the box, retrieve the documents and get a new safety deposit box.

i. P. Desai noted that the safe deposit box has documents from when the library was municipalized, such as EIN numbers from the IRS.

*Motion to break the safety deposit box at the Mariner's Bank to retrieve and review the contents by A. Sandoval; Seconded by J. Kupperman.*
*Roll Call Vote: D. Hayden (yes), E. Kass (yes), S. Nankani (yes), L. Carson (yes), J. Choi (yes)*

g. P. Desai proposes a promotion for the Information Services Librarian to Supervisory Librarian.
    i. P. Desai noted that the Information Services Librarian was the backbone of the library during the pandemic. In addition to ordering and installing all library technology, she also trains staff and is now independently running adult programming. She has been with the library more than 7 years and P. Desai needs someone second in charge.
    ii. New tasks would be managing staff scheduling and doing more programming and outreach.
    iii. A. Sandoval noted the importance of making our expectations clear and updating job description as they relate to the promotion.
    iv. P. Desai will make a recommendation next month regarding the salary increase.
h. P. Desai scheduled a community check-in with the Library Director on Tuesday, 10/19. The goal is to interact 1:1 with members of the community and incorporate their perspectives into the strategic planning objective.
i. P. Desai has posted the board meeting minutes of 2021 on the library website.
j. The State Aid check of $2,679.00 was received and will be deposited into the operating account.

**7. Committee Reports**

a. Building and Grounds
    i. E. Kass noted that flooring for the steps is arriving 10/20 and arrival of the windows have been delayed until the end of the week. The pavers have been raised and the remote access pole is in place. The Building and Grounds Committee will do an informal inspection to make sure everything is in order.
    ii. E. Kass shared that M. Iannuzzi requested that we discuss the topic of Green Acres during the November meeting.
b. Strategic Planning Update

i. Members of the Board met and worked on the vision and mission statements and the subcommittee had a subsequent meeting to work on the corresponding objectives.
ii. P. Desai has a meeting scheduled for 10/19 to check in with a few seniors from our community. P. Desai will bring their perspective back to the strategic planning subcommittee.
iii. Board was sent a copy of the mission and vision statement and the board will vote on it during the November meeting.

**8. New Business**

a. Approval/vote 2022 Holidays
   i. J. Kupperman suggested that the library stay open for Mother's Day and Father's Day and also requested that the library consider having more extended hours throughout the school year and during the summer months.
      1. D. Hayden noted that as discussed in prior meetings, attendance on Mother's Day and Father's Day have historically been extremely low and not worth having to pay the staff time and a half for the hours.
      2. S. Nankani noted that we are one of the few libraries with open hours on Sundays and according to our door tracker, we typically do not have more than 10 people visiting the library on Sundays. S. Nankani also noted that all the holidays listed are recommended by the American Library Association.
      3. P. Desai noted that during the Strategic Planning Focus groups, no patron felt that the library needed to be open more hours.

*Motion to approve the Holiday List for 2022 by A. Sandoval; Seconded by D. Hayden.*

*Roll Call Vote: S. Nankani (yes), E. Kass (yes), J. Kupperman (yes), L. Carson (yes), J. Choi (yes).*

b. Stelfox Entrance Door
   i. The Stelfox entrance door does not completely close and as a result, the alarm went off when a patron tried to open the door after the library was closed. P. Desai reached out to a door service company and they are sending a representative this week to identify the problem and send a repair estimate.
      1. S. Nankani noted that the auto door button also does not work.
      2. L. Carson will provide P. Desai with information on the vendor that the BOE uses for doors.

c. Exploring payroll companies/library appropriation numbers
    i. P. Desai noted that the borough currently only has a part time CFO. We receive appropriation checks from the borough but we received our check late and it was $10,000 short. P. Desai has reached out to the new CFO via email and has a meeting scheduled for October 21st. The borough also changed payroll companies so now the library staff are receiving their pay in check from and not direct deposit. P. Desai is exploring payroll companies as an alternate option.
        1. L. Carson noted that running payroll is very challenging and would be a lot of work for the library to handle independently. Also, if the borough is still handling health insurance for the library staff then we are still connected to them.
        2. A. Sandoval noted that when she managed SACC for the Demarest PTO , she used Paychex and they were very helpful.
        3. S. Nankani suggested speaking with ADP and P. Desai also noted that Quickbooks also has a payroll component and will research and report back to the board.
        4. P. Desai noted that 96% of libraries run their payrolls through the borough and it has been recommended to her to stick with having the borough handle payroll for the library.

**9. President's Report**

a. The Bank of America CD will mature on November 25th. The 5 year CD was set up using donation money. S. Nankani made an appointment for November 30th to close out the CD and transfer the money into our donation account so that everything is consolidated. P. Desai will then figure out how to allocate those funds.
b. End of the year evaluations
    i. P. Desai will figure out the budget and salaries for 2022 before the end of the year.
    ii. S. Nankani will schedule a time to do the evaluation of the Director in November. P. Desai will do her own self-evaluation and feedback will be solicited from the board.
    iii. D. Hayden will review the self evaluation forms we have used in the past and adjust them accordingly
    iv. Prior to the November meeting, S. Nankani will send a form to the board to complete. Once completed, S. Nankani will schedule a meeting with P. Desai in November and the results will be discussed during the December meeting.
    v. P. Desai will review the job description for the Information Services Librarian's new position and D. Hayden will review the language.

c. S. Nankani spoke with M. Iannuzzi regarding the library's use of the town train station as a satellite location. M. Iannuzzi was confident that the town council is open to the library using the train station space regularly. P. Desai will present her vision to the board on how the library can utilize the train station space.
d. Museum Passes: S. Nankani noted that the museum passes are a valuable resource for the community and it would be great to find a way to showcase them more
e. Programming: S. Nankani noted that the library may want to consider having patrons put down a refundable deposit to hold their spots for certain programs. There have been a few programs were patrons sign up and do not attend. The refundable deposit would have to be cash only.
f. Donations – P. Desai noted that our tax id number is not specific to the library but rather linked to the borough. In turn, we are technically not considered a non-profit. P. Desai will first resolve the issue of the library not being registered as a non profit then she will reach out to the library attorney with regards to adding a donate button to the library website.

**10. Meeting Open to Public**

*Motion to open the meeting to the public by A. Sandoval; Seconded by J. Kupperman.*
*Motion to close the meeting to the public by A. Sandoval; Seconded by J. Kupperman.*

**11. Adjournment**

*Motion to adjourn the meeting at 8:29pm by A. Sandoval; Seconded by J. Kupperman.*

**Next Board Meeting: Monday, November 15th**