Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
September 20, 2021

1. **Call to order at 7:01pm**
   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; S. Galli
   Absent: M. Iannuzzi; D. Hayden; J. Kupperman

3. **Approval of Agenda**
   Motion to approve agenda by L. Carson; Seconded by E. Kass.

4. **Approval of Minutes of July 19th Meeting**
   Motion to approve the minutes of the July 19th meeting by L. Carson; Seconded by E. Kass.

5. **Treasurer's Report**
   Motion to approve the bill list by L. Carson; Seconded by E. Kass
   a. P. Desai noted that the contractor's invoice for $25, 560 will appear in the October check details.
   b. S. Nankani requested that the treasurer include as reference for the board the account balances for previous months so that the board has a clear snapshot of what is being spent during the construction process.

6. **Director's Report**
   a. On 9/14, P. Desai was informed that a part-time staff member had tested positive. After consulting the Board President, the library was closed until the end of the week. All staff deemed close contacts were tested and results were negative. The library resumed in-person hours as of 9/18.
   b. A cataloger was hired on an hourly basis at a rate of $15/hr and will be noted as an Independent Vendor/Independent Contractor on Quickbooks. This allows for new children's books to be cataloged on time for community access.
   c. A local parent was hired to continue with the weekly story time at the Gazebo until the full-time children's librarian position is filled.
      i. During inclement weather, the weekly story time will be held in the train station. It was noted that the parents/caregivers are asked to wear masks, the doors remain open and social distancing is enforced.

d. Library staff attended a farewell dinner on 8/30 for the Youth Services librarian. Since she has left, staff have been helping out to cover the children's desk.
e. The contractor helped to resolve the bubbles that developed underneath the flooring in the children's room due to Hurricane Ida. The contractor also helped to fix the entrance door on Stelfox which often had issues closing when there is too much moisture.
f. The first day of school meet and greet at the train station went well and 13 parents attended with their children. A story time was offered for the children and parents were provided with coffee and donuts. Library information was shared with attendees and 3 families signed up for library cards at the event. This program was well received and will be done every year.
g. The library will be offering a second community reads, paint night and a four-week adult improv acting class with Victoria Pero, a Demarest resident.
h. P. Desai will be sworn in for her notary license on 9/17 in front of a Morris county clerk. Thereafter, she will order stamps, post the policy on the library website and take appointments to provide notary services

7. Committee Reports

a. Building and Grounds
    i. E. Kass noted that construction is going well and the working relationship with the contractor has been very positive. The frames for the windows should be in this week. The materials for the steps still need to be delivered. The television was ordered and once everything is painted and cleaned, it will be set up.
        1. The television was ordered using money from the technology budget.
        2. S. Nankani reminded P. Desai to discuss w/ the staff their preference regarding the plants on the top of the stairs – real vs fake.

8. Old Business

a. Library Fundraising
    i. Due to COVID numbers increasing, P. Desai decided to move the library wine tasting fundraiser to the spring of 2022.
    ii. P. Desai is investigating ways to put a donate button on the library website.
        1. S. Nankani noted that other libraries had paypal buttons for donations and that paypal allows nonprofit organizations to set up on their platform.
        2. The board suggested that the library could identify a specific need for which money is being raised and advertise to our patrons. For

instance, advertise that we are raising money to help cover the cost for paid Wifi for patrons to utilize while at the library.

3. P. Desai will put flyers on the library doors to advertise the fundraisers and S. Nankani suggested putting a QR code on the flyers which will take them directly to paypal.

9. New Business

a. House on sale next to the Library
   i. S. Galli noted that his vision for the possible additional space, if the home was purchased, is to create a welcoming outdoor area for the patrons and the overall community. He suggested knocking down the home and creating an outdoor space with possibly even a small amphitheater and additional parking for patrons.
   ii. L. Carson noted that if we use Green Acres to accomplish the task, the space would have to be for the community and not specific to library patrons.
   iii. S. Nankani noted that timing might be challenging for the purchase of this particular home but we can make plans now for when another neighboring home becomes available.
   iv. The board suggested speaking further with D. Hayden, since she is on the zoning committee in town and with M. Iannuzzi about her input regarding the possible project.
   v. S. Nankani suggested that we add it to the strategic planning discussion. Make it a part of the vision and have the information open to the public so that maybe another neighboring resident who is interested in selling their home would come directly to the library to sell.

b. Approval of the Children/Youth Services Librarian
   i. P. Desai noted that she would like to offer the position to Cara Scott for $54,000 a year with health benefits. Cara Scott currently works at the Hawthorne Library and would be available to join the Demarest Library staff in October. Her reference checks were very good and she is already a part of BCCLS, so she does not need training.

Motion to approve Cara Scott as the new Children/Youth Librarian by L. Carson; Seconded by E. Kass.

Roll Call Vote: S. Galli – Yes; S. Nankani – Yes; J. Choi – Yes; A. Sandoval – Yes

c. Children's room policy update
   i. P. Desai noted that a patron complained about the fumes in the children's room due to the construction. As a result, P. Desai updated the children's room policy to make sure younger children are

accompanied by an adult during the construction. They can also move upstairs with an adult to read/work while construction going on. P. Desai did note that the fumes are not present anymore and it was just a temporary inconvenience during the construction process. The updated policy will be posted on the website.

Motion to approve the modified policy for children's room access by L. Carson; Seconded by E. Kass.

10. President's Report

a. S. Nankani noted that the hiring process with the new Youth/Children's Librarian went smoothly since we already had a process in place from when we hired our current Director. Figuring out the benefits and payroll were tricky because of staffing issues at borough hall but P. Desai will be meeting with the new interim CFO at the borough soon.
b. S. Nankani noted that with COVID cases continuing to rise in our community, its better to err on the side of caution and be mindful of patrons who are higher risk. We also can't risk having staff out due to COVID since the library is already understaffed. S. Nankani also suggested that we continue virtual board meeting for a little longer to be safe.
c. S. Nankani said that we have someone new on staff who is helping with the library website and can also help with the end of the year library newsletter. Similar to the Demarest Nature Center, S. Nankani suggested that we can include an envelope for library donations with the newsletter. The board was reminded to reach out to Parinda if they have idea on what to highlight and include in the newsletter.
d. Training: S. Nankani reminded the board that we need to do 7 hours total of training for 2021. The State Librarian advises that each board member takes at least one training a year and more training hours is also better for state funding. P. Desai will forward information to the board about training sessions. S. Nankani will send out the registration link for the upcoming Trustee Training. It was also noted that if you can't attend the training date, you can also watch it on youtube and still acquire the credit.

11. Meeting Open to Public

Motion to open the meeting to the public by L. Carson; Seconded by E. Kass.
Motion to close the meeting to the public by L. Carson; Seconded by E. Kass.

12. Adjournment

Motion to adjourn the meeting at 8:20pm by L. Carson; Seconded by E. Kass.

Next Board Meeting: Monday, October 18th