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

1. **Call to order at 7:02pm**
   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; M. Iannuzzi, S. Galli; J. Kupperman
   Absent: None

3. **Introduction of Youth Services Librarian**
   a. The children's librarian received a warm welcome from the community. Her *Meet and Greet Story Time* had 26 residents in attendance. *Trick or treat with Ms. Cara* was attended by 45 children. *Story time and craft* at the town's Halloween parade was highly successful with more than 60 in attendance.
   b. The new librarian will be meeting with the school principals tomorrow, 11/16.
   c. She will re-start the virtual book clubs for children in December.
   d. The librarian is introducing new programs such as the Read to a Therapy Dog Program, which will held on 11/18. She is also hosting a Thanksgiving craft program and she is putting up a thankful tree on the bulletin board at the library for the children to write on.
   e. P. Desai noted that the new librarian has adjusted well to the new position and is doing a great job introducing herself to the community.

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

5. **Approval of Minutes of October 18th, Meeting**
   Motion to approve the minutes of the October 18th Meeting by E. Kass; Seconded by L. Carson.

6. **Treasurer's Report**
   Motion to approve the bill list by E. Kass; Seconded by L. Carson.
   a. S. Galli noted that as expected, due to the construction, our total bank balances are down 12%.
   b. S. Galli noted that there is $104,800 more coming out of total balance than what is coming in.

i. S. Nankani noted that the money for payroll is taken out before we receive the Borough appropriations.

c. S. Nankani questioned the Amazon Hardware expense of $1219.32 on the bill list.
    i. P. Desai noted that the charge is for the new computers ordered for the children's room. They are in the process of making 2 new computer stations for the children to use once the children's area is fully open.

7. Director's Report

a. P. Desai noted that according to the budget, there are some areas where the library underspent. The staff is coming up with a list of items that they want to order. Since the Korean population requested more Korean children's books, the Children's library and P. Desai are evaluating VOX books (https://voxshop.libraryideas.com/) and Wonderbook (shop.playaway.com) with the intent to place an order before 2021-end.

b. P. Desai and the new Youth Services Librarian attended the town Halloween Parade and Fall Festival. They were introduced to the broader community by the Mayor. P. Desai noted that this was the first step towards the library's goal of broader community engagement.

c. P. Desai had a meeting with the town CFO and he recommended that the town give the library the 4 appropriation checks in 2022 and then the town would bill the library for the payroll, health benefits and other expenses.

d. P. Desai is waiting for a response regarding recommendations on sizing of air purifiers and P. Desai reached out to the building contractor for a quote to fix the Stelfox entrance door.

e. P. Desai and S. Nankani had the bank break the safe deposit box for a $150 charge. The contents included library municipalization document, building related documents and a copy of the EIN number. The bank provided 2 keys so one will be housed in the library and one will be with the board president.

f. P. Desai makes a recommendation of a 5% salary raise for our Information services librarian on her promotion to Supervising Information Services Librarian. Her present salary is $60,081 and a 5% increase would result in an annual salary of $63.085. P. Desai also makes a recommendation of 2.5% salary increase for all other staff members.
    i. The salary increase recommendations are based on NJLA system and also based on salary surveys and salaries at equivalent sized neighboring libraries.

g. The Demarest Library partnered with the Stand Out for College organization and hosted a zoom lecture with 60 residents in attendance. We will be offering two more lectures in 2022.

h. Planned Improv Acting Class was postponed due to lack of attendance and presenter conflicts and in December, a Local History Lecture by MaryAnne Clark will be offered as a new program.
i. Library Director's check-in was a success and the Director received useful feedback and suggestions from the community which will help when formulating the 2022 Strategic planning goals and objectives.
j. P. Desai recommends putting the library's cataloger on the library payroll so she can serve as back-up when there are staff shortages.
k. P. Desai recommends that instead of a holiday dinner, the library provide holiday gift cards, as was done last year, for the staff.
l. P. Desai recommends giving the part-time library assistant, who is leaving her position on 12/26, a $100 gift card for her 10 years of service at the library.
m. Library employees expressed that there is a need for the circulation staff to get additional training on policies and procedures. P. Desai working with BCCLS to get training for staff in 2022.

8. Committee Reports

a. Building and Grounds
    i. E. Kass noted that the construction is almost done and we are waiting for the mechanism for the automatic doors, which should be arriving sometime this week.
    ii. S. Nankani noticed that there is a gap on the wall in the lobby with the wooden windows where molding is needed and suggested that the contractor put in a piece of molding in place of the gap.
    iii. E. Kass getting pricing from contractor on sanding the stairs and the floors. The contractor said it would be a 3 day job to complete and S. Nankani suggested that if we decide to do it, we should do it right away rather than having the close that area again.

9. Old Business

a. Strategic Planning Update
    i. The Strategic Planning subcommittee had a meeting last week with C. Czesak. C. Czesak will come next month and will share the vision mission and goals with the board.
b. Teen Advisory Group
    i. A meeting is scheduled with the Teen Advisory Group board members with Miss Cara on 11/17. The plan is to start programs in January after the holiday break.
c. Green Acres update by M. Iannuzzi

i. If Green Acres funds are used to build an outdoor extension to the library, then the space becomes public. There are more restrictions to the use of the space and it becomes more like a public park.
ii. The borough has not purchased any land with Green Acres funds rather they use Open Space funds. Open Space funds are used for these purposes and the borough decides on how the money is spent. The money in the Open Space funds renews every 5 years. M. Iannuzzi suggests that if the library is interested in purchasing neighboring property to build outdoor space for library use, the Open Space funds is the better choice. M. Iannuzzi will gather information on how much is currently in the funds and how the library could proceed if interested and report back to the board.
iii. P. Desai also noted that it is important to gather information from the community to determine if there is interest in pursuing an expansion.

10. New Business

a. Budget 2022 draft
    i. A rough draft of the budget is attached to the board packet. P. Desai is waiting for the Borough to provide a breakdown of the health benefits and other taxes for 2022. The board was asked to contact P. Desai directly if they have any questions.
b. Information Services Librarian Salary increase/Vote
    Motion to increase the IT Librarian salary by 5% by E. Kass; Seconded by L. Carson.
    Roll Call Vote –
    S. Galli (yes); M. Iannuzzi (yes); E. Kass (yes); D.Hayden (yes); J. Kupperman (yes); L.Carson (yes); A. Sandoval (yes); J. Choi (yes)

11. President's Report

a. Safe Deposit Box Key
    i. S. Nankani questioned where the second back-up key should be stored. L. Carson suggested that it remain at Borough Hall. M. Iannuzzi will ask the new CFO if this is common practice and will report back to the board. In the meantime, S. Nankani will hold onto the second key.
b. Okotoberfest – J. Kupperman had noted that the library did not participate in this event. P. Desai was unaware of the event so J. Kupperman will work on making sure the library is involved in community events in the future.
c. Budget – The board should review the budget and direct questions to P. Desai, S. Galli or S. Nankani. The budget does not have to be formally approved just yet

but we want to work on setting the salary increases so that we can finalize the budget details.

d. Staff Evaluations – S. Nankani requests that the board finish their evaluations of the Library Director. Also, S. Nankani reached out to the NJ State Librarian's office and they said that the board can't reach out to the staff for feedback on their performance. However, the Director can get feedback from staff on how they feel they can improve then the Director can share the information with the board subcommittees.
    i. S. Nankani noted that they are building into the board policy document a clause that lets staff know that if there are any concerns regarding Director performance or the Director evaluation, they can reach out to the board directly.
e. Library Programs – S. Nankani attended the Community Read event and only one additional person attended. S. Nankani recommends that the board members try and encourage the community to attend the various library events.
    i. Paint and Sip night – P. Desai will try a paint and sip event during daytime hours for parents to attend.
    ii. New Program – P. Desai looking into a program where a local dog groomer comes in and discuss grooming techniques and care for dogs.

12. Meeting Open to Public

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

13. Adjournment

Motion to adjourn the meeting at 8:08pm by E. Kass; Seconded by L. Carson.

Next Board Meeting: Monday, December 13th