Demarest Free Public Library
Board of Library Trustees Meeting Minutes
April 25th 2022

1. **Call to order at 7:08pm**
   Secretary Shimokawa 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 Newspaper of the Borough, filed with the Borough Clerk and posted on the Municipal Bulletin Board. All notice of requirements of the Open Public Meeting Act for this meeting have been fulfilled.

2. **Roll Call**
   Present: S. Nankani; P. Desai; H. Shimokawa; S. Galli; L. Carson; D. Hayden; J. Hur; E. Kass
   Absent: A. Sandoval; M. Iannuzzi

3. **Approval of Agenda**
   S. Galli makes the motion to approve the agenda; D. Hayden seconds the motion.
   Agenda approved.

4. **Approval of Minutes of March 21st Meeting**
   S. Galli makes the motion to approve the minutes from the 3/21 meeting; D. Hayden seconds the motion. Minutes approved.

5. **Treasurer's Report**
   - 2022 1st appropriation check has still not arrived. It was due at the end of March.
   - S. Galli raised that the interest rate at Mariner's has dropped by half. He is going to explore if this can be adjusted back.
   - P.Desai raised the issue of the Library Tax ID that is currently assigned to the DPL
     - Library is currently using the Borough Tax ID (an EIN- not registered as a non-profit) but this is not aligned with the Tax ID on file with the bank (the Public Library Association Tax ID)
     - P. Desai and S. Galli will be speaking with the auditor to see if a new Tax ID with non-profit registration can be assigned.
   - Board suggested increasing the petty cash allotment since the number of activations and associated minor expenses are increasing
     - Can a pre-paid cash card be used?

   S. Galli makes the motion to approve the bill list; D. Hayden seconds the motion.
   Bill List approved.

6. **Director's Report**
    - Garden Club project will be completed by mid-May.
    - Weiner Law Group will file 501c3 for Friends—using funds from the Donation acct
    - P. Desai has reached out to the new CFO, Frank Eleni, in regard to the 1st appropriations check. To date, it has not been paid and is overdue since February. She requested the Board Treasurer and President to meet with Borough Administrator and CFO to get a schedule of payments.
    - Board also discussed that there has not been clear documentation on the joint process between the Library and Borough Hall for managing payroll, benefits, pension, etc. Board will revisit this issue with CFO and possibly M. Iannuzzi.
        - Solution 1: Let Borough Hall manage the payroll l- they will deduct payroll from the quarterly appropriation and BH will submit invoices). Whatever is owed in tax, etc. will be reimbursed to the borough.
        - Solution 2: Make P. Desai the signatory for payroll so the Board doesn't need to sign bi-weekly payroll checks.
    - J. Hur proposes a partnership with the Demarest Nature Center to cross-promote their programs and share resources.
        - (Examples of program opportunities: Earth Day program, Nature Ecology Lecture series, Bird Watching Series, etc.)
        - Will be exploring increased use of the electronic board to promote programs
    - P. Desai is partnering with the Cresskill Library to share costs on the Book Page program
    - Attendance is up both during regular hours and special program activations; including the inaugural Maker's Day with 60 people in attendance.
    - P. Desai is hoping to bring the Children's Book Clubs back in-person.
    - Summer Programming planning is underway. Some highlights include:
        - Yoga Program 2xmonth will begin in addition to the virtual yoga program
        - Hebrew story time
        - Community Spotlight Series
    - P. Desai is still looking for a part-time library assistant as there are 3 hours/wk that are not fully staffed. There must be 2 adults (over 18) at all times for the Library to be open.

7. **Old Business**
    1) **Stelfox Door installation**
    The door has been installed and payment has been made. The contractor also gave a reimbursement check of $500 for the broken door counter from children's room construction.

8. **New Business**
    a) **Meeting Room Policy and Application form**
    S. Galli makes the motion to approve the Meeting Room Policy and Application Form; D. Hayden seconds the motion.
    Meeting Room Policy and Application Form is approved.

    b) **Children's Room Policy and Tutoring Policy**
    S. Galli makes the motion to approve the Meeting Room Policy and Application Form; D. Hayden seconds the motion.
    Children's Room Policy and Tutoring Policy is approved with changes to Una*ttended Children* section- to be reviewed and finalized via email.

c) Discussion RE: Library's appropriation check from the Borough

- Check was due by the end of February
- S. Galli will be reaching out to Borough Administrator Jim Powderley to follow-up and possibly schedule a meeting with Frank Eleni (CFO).

9. President's Report

- Financial Disclosure statement from Susan Crosman for the 2022-2023
- P. Desai will be meeting with new Directors of Haworth and Cresskill libraries to explore more resource and programming collaboration opportunities. Specifically for the adult programming.
- Also exploring collaboration opportunities with the Demarest Nature Center and engaging community members for Spotlight Series.

10. Meeting Open to Public

No public was present, so we moved to adjourn the meeting.

11. Meeting is adjourned at 8:26pm.

Next Board Meeting May 16th at 7:00 pm.