**Minutes of the Meeting of**
**Board of Trustees of the Demarest Free Public Library**
**December 13, 2021**

1. **Call to order at 7:02**
   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; S. Galli; J. Kuppermanl; M. Iannuzzi
   Absent: None
3. **Strategic Planning Consultant's Update**
   a. P. Desai forwarded the Vision, Mission and Goals to the Board for review.
   b. Update on annual objectives will be provided at January Board Mtg
   c. Board members should let P. Desai how frequently they would like updates
   d. C. Czesak will meet with the staff to discuss ways to publicize the plan to the public
4. **Approval of Agenda**
   *Motion to approve the agenda by S. Galli; Seconded by J. Choi*
5. **Approval of Minutes of November 15th Meeting**
   *Motion to approve the Minutes of the November 15th Meeting by S. Galli; Seconded by J. Choi*
6. **Treasurer's Report**
   *Motion to approve the bill list by S. Galli; Seconded by J. Choi*
   a. Overall financial numbers are down 22% mainly due to renovations
7. **Director's Report**
   a. End of the year newsletter
      i. Quote of $1,335.00 received from AM Graphics to print and send to all Demarest households
      ii. P Desai is working with the Supervisory Librarian on the newsletter and the goal is to send it out the last week of December or the first week of January
   b. Carbon monoxide alarm was installed on 12/7 for $165 with a 10 yr battery life
   c. Bank of America CD of $1256.87 was withdrawn and deposited at the Mariner's Bank donation account.
   d. The lecture on the local history was a success and will be offered again in the Spring.
   e. Virtual Yoga Program is well received by community and P. Desai recommends approved the instructor's request to increase the weekly rate from $75 to $80.

f. Possible upcoming programs for 2022: Informational session on dog grooming; Valentine's Day Adults Craft; Cooking Lecture. Youth Services Librarian will continue the Read to a Dog program, book clubs and possible Korean storytime.
g. Staff evaluations were completed, job description were updated and the search for a part-time library assistant is ongoing.
h. The second set of keys can be housed at borough hall and P. Desai will designate a location and inform the board.

**8. President's Report**

a. Mariner's Bank is now Spencer Savings Bank and S. Galli has connected with the representative.
b. S. Nankani researched number and salaries with P. Desai and consulted the NJLA salary guide to decide upon recommended salary raises for staff.
c. S. Nankani requests that the board help outreach within the community to find an attorney or accountant to help with the Friends of the Library group.
d. Urban Garden Center, owned by a Demarest resident, will donate plants early in 2022 and help design the front lobby planter area.
e. S. Nankani recommends that the board provide vision benefits for library staff.

**9. Committee Reports**

a. Building and Grounds
    i. We are waiting for the final approval from the building inspector.
    ii. Goal is to open by 12/20.
b. Personnel
    i. P. Desai received her annual review. Results were based on feedback from the board and personal feedback from P. Desai. Overall, P. Desai received 'meets requirements' throughout the varying categories. She accomplished most of the goals outlined the previous year and she has a new set of objectives to achieve for this year.

**10. Old Business**

a. Budget 2022 draft
    i. Work in progress. Still waiting for more numbers from the town, such as health benefits. Finalized budget will be ready by the January Board mtg. Board should reach out to P. Desai if there are questions.
b. Stelfox Entrance Door update
    i. Received quote and consulting with E. Arcari. Waiting on his input.
c. Strategic plan vision, mission and goals
    *Motion to approve the Strategic Plan Vision, Mission and Goals by S. Galli; Seconded by J. Choi.*
    *Roll Call Vote: All Board Members voted Yes*

**11. New Business**

a. 2022 Board Meeting Dates
    Motion to approve the 2022 Board Meeting Dates by S. Galli; Seconded by J. Choi
    *Roll Call Vote: All Board Members votes Yes*
b. Salary Increase

*Motion to go into closed session by S. Galli; Seconded by J. Choi.*
*Motion to leave closed session by S. Galli; Seconded by J. Choi*

*Motion to approve a 3% increase in salary for all library staff and a 7% increase in salary for the Library Director by S. Galli; Seconded by J. Choi.*
*Roll Call Vote: S. Nankani (yes); D. Hayden (yes); E. Kass (yes); A. Sandoval (yes); M. Iannuzzi (yes); L. Carson (yes); J. Kupperman (no)*

c. Air Purifiers
    i. Hojin Lee of Inno Mechanical Inc. is sending a quote to install air purifiers. Update will be provided at the January Board mtg.

12. Meeting Open to Public
    *Motion to open the meeting to the public by S. Galli; Seconded by J. Choi*
    *Motion to close the meeting ot the public by S. Galli; Seconded by J. Choi*
13. Adjournment
    *Motion to adjourn the meeting at 8:21pm by S. Galli; Seconded by J. Choi*

**Next Board Meeting: January 24th at 7:00pm**