Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
January 24, 2022

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; S. Galli; J. Kuppermanl; M. Iannuzzi
   Absent: None
3. **Approval of Agenda**
   Motion to approve the Agenda by S. Nankani; Seconded by S. Galli
4. **Board Reorganization – election of officers**
   a. A. Sandoval was reappointed to the Library Board
5. **Approval of Minutes of the December 13, 2021 Meeting**
   Motion to approve the Minutes of the December 13, 2021 Meeting by S. Nankani; Seconded by S. Galli
6. **Annual Motions**
   a. Resolutions for Annual Motions
      i. *Motion to re-affirm the Library Director as the official Purchasing Agent of the Library by S. Nankani; Seconded by S. Galli*
      ii. *Motion to authorize the Director to make payment of bills in the event there is no Board meeting for reasons such as recess or lack of quorum by S. Nankani; Seconded by S. Galli*
      iii. *Motion to approve payment to vendors for which a monthly payment is regularly made, including by not limited to, ,Verizon, PSE&G, Rockland Electric, Suez, B&T, Amazon by S. Nankani; Seconded by S. Galli*
      iv. *Motion to approve adherence with BCCLS Bylaws, to continue participation in the Consortium by S. Nankani; Seconded by S. Galli*
      v. *Motion to designate Mariner's Bank as the official depository of the Board by S. Nankani; Seconded by S. Galli*
      vi. *Motion to approve a Petty Cash fun of $50 by S. Nankani; Seconded by S. Galli*
      vii. *Motion to confirm Library Board Attorney by S. Nankani; Seconded by S. Galli*
      viii. *Motion to confirm Auditor by S. Nankani; Seconded by S. Galli*
7. **Treasurer's Report**
   Motion to approve Bill List by S. Nankani; Seconded by S. Galli
8. **Committee Report**
   a. Buildings and Grounds

i. Arcari + Iovino approved the stelfox entrance door quote so we will move forward and P. Desai will work with E. Kass to complete the project.

9. Director's Report

a. Final draft of library newsletter is complete and sent to AM Graphics. The target date to mail out the newsletters is end of January.
b. Friends of the Library will meet 1/25 to discuss the bylaws.
c. Library hours and programming have been adjusted due to increase in COVID cases.
d. Demarest KDPA will offer a monthly Korean storytime at the train station.
e. Programs – Read to a Dog will be monthly; Lunar New year program will be held at the Train Station 1/31; Makers Day will be held in-person on 3/26 with the help of the teen advisory board.
f. PT Library Assistant started 1/10.
g. Staff will be tested weekly on Mondays for COVID until the end of the month.
h. Insley entrance and the Children's Room was opened to the public 12/20.
i. Insley entrance door counter was damaged during construction. To replace is $450 and if model discontinued, a new one would cost up to $500.
    i. P. Desai will contact the construction company to see if they have insurance to cover the cost of the damage.

10. New Business

a. Motion to approve the air purifier installation in the library building by S. Nankani; Seconded by S. Galli
    i. P. Desai will continue research and consult with E. Kass and S. Nankani to decide on either individual purifiers or a purifier installed in the HVAC system.
b. Motion to approve vision benefits reimbursement for full time staff by S. Nankani; Seconded by S. Galli.
Roll Call Vote: M. Ianuzzi – Yes; A. Sandoval – Yes; J. Kupperman – Yes; E. Kass – Yes; D. Hayden – Yes; J. Choi – Yes , L. Carson—Yes,

11. Old Business

a. Motion to pass the final budget by S. Nankani; Seconded by S. Galli
Roll Call Vote: M. Ianuzzi – Yes; A. Sandoval – Yes; J. Kupperman – Yes; E. Kass – Yes; D. Hayden – Yes; J. Choi – Yes L. Carson—Yes,
b. Strategic Planning Objectives
    i. Objectives were developed with the library staff. Please contact P. Desai if there are any questions.

12. President's Report

a. Library/COVID updates – Worked with P. Desai to decide on limiting library hours during this recent COVID rise. Decision based on past experience having to close the library due to evening staff/students testing positive. Focusing on staying open more consistently, avoiding closures and providing a safe environment for patrons and staff.
b. A. Sandoval will meet with the library staff monthly to review the library marketing plan. Updates will be provided to the board at monthly meetings.

c. Training – Reminder that the board needs to submit 7 hours of mandatory training to obtain state funding.
d. Board should contact S. Nankani if there are any projects they would like to prioritize for 2022.
e. Board Secretary position will be open and needs a replacement.

13. Meeting Open to Public

Motion to open the meeting to the public by S. Nankani; Seconded by S. Galli
Motion to close the meeting ot the public by S. Nankani; Seconded by S. Galli

14. Adjournment

Motion to adjourn the meeting at 8:17pm by S. Nankani; Seconded by S. Galli

Next Board Meeting: February 28th at 7:00pm