Minutes of the Meeting of
Board of Trustees of the Demarest Free Public Library
March 21st 2022

1. **Call to order at 7:03**
   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; J. Choi; E. Kass; D, Hayden; J. Kupperman; M. Iannuzzi
   Absent: L. Carson; S. Galli
3. **Approval of Agenda**
   Ana Sandoval moves the motion to approve the agenda; M. Iannuzzi moves to second the motion.
4. **Strategic planning document review by Cindy Czesak**
   a. C. Czesak reviewed the process of the strategic plan
   b. C. Czesak suggests that the strategic plan objectives be reviewed and updated around November 2022
   c. C. Czesak suggests that the strategic planning committee conduct an annual survey to track adjusting community responses
   d. How to share the strategic plan
      i. Put it on the website in PDF format; Keep paper copies at the library and town hall; Host an event for focus group members and provide copies; Announce availability of strategic plan in newsletter; P. Desai can present the strategic plan at a town council meeting
5. **Approval of Minutes of February 28th Meeting**
   Ana Sandoval moves the motion to approve the minutes of the February 28th Meeting; M. Iannuzzi moves to second the motion.
6. **Treasurer's Report**
   Ana Sandoval moves the motion to approve the bill list; M. Iannuzzi moves to second the motion.
7. **Director's Report**
   a. P. Desai proposed that the Borough deduct payroll from the quarterly appropriation and give the remaining amount to the library. P. Desai is waiting on a final decision from the Borough and will inform the board.
   b. Demarest Community Spotlight Series began in April and Chess Club resumed on March 12th.
   c. Maker's Day is scheduled for March 26th.
8. New Business
   a. Ana Sandoval moves the motion to approve the Collection Development Policy; M. Iannuzzi moves to second the motion.

b. Ana Sandoval moves the motion to approve the Strategic Plan final draft; M. Iannuzzi moves to second the motion.
c. Ana Sandoval moves the motion to approve the mask requirements optional/mandate; M. Iannuzzi moves to second the motion.
    i. The library will maintain the mask mandate for in-person programs in the library with over 20 attendees.
    ii. Masks are recommended for use in the Children's Room but not mandated.
d. Ana Sandoval moves the motion to utilize funds from the donation account to hire a lawyer to file 501c3 nonprofit for the Friends of the Library group; M. Iannuzzi moves to second the motion.
    i. D. Hayden questioned whether we can put a cap on the expenses and ask him to come to the board if he is going to exceed the estimated amount.
    ii. J. Kupperman inquired about the range of fees for the paralegals and law clerks.

9. President's Report
    a. S. Nankani will put the Parliamentary Trainings on a file for the board to review.
    b. J. Kupperman suggested that the library could partner with the Demares Nature Center to host some programs/lectures. P. Desai will connect with the new presidents, S. Tillack.
    c. J. Choi will connect P. Desai with the Shade Tree Commission to possibly work on a collaborative program for kids.

10. Meeting Open to Public

Ana Sandoval moves the motion to open the meeting to the public; M. Iannuzzi moves to second the motion.

Ana Sandoval moves the motion to close the meeting to the public; M. Iannuzzi moves to second the motion.

11. Adjournment

Ana Sandoval moves the motion to close the meeting at 8:13pm; M. Iannuzzi moves to second the motion.

Next Board Meeting: April 25th, 7:00pm