Demarest Free Public Library
Board of Library Trustees Meeting Minutes
May 16th, 2022

1. **Call to order at 7:08 pm**
   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:	P. Desai; H. Shimokawa; S. Galli; L. Carson; J. Hur; E. Kass; A. Sandoval; M. Iannuzzi
Absent:	S. Nankani, D. Hayden

3. **Approval of Agenda**
   L. Carson makes the motion to approve the agenda; E. Kass seconds the motion.
   Agenda approved.

4. **Approval of Minutes of April 25th Meeting**
   L. Carson makes the motion to approve the agenda; E. Kass seconds the motion.
   Agenda approved.

5. **Treasurer's Report**
   - 2022 appropriation check was received on April 30th.
   - S. Galli investigated the drop in the rate. He confirmed that Spencer is going to give 56 bsp on our savings, effective retroactively to include last month.
   - S. Galli has a mtg scheduled with Frank Eleni (CFO) at Borough Hall on 5/26.

   L. Carson makes the motion to approve the bill list; E. Kass seconds the motion.
   Bill List approved.

6. **Buildings and Grounds Committee**
   - S. Nankani, D. Hayden, E. Kass and P. Desai met to review the grounds to see what the next improvements project will be to expand meeting space:

- Propose that the wall between the staff area and the quiet study room be replaced with a flexible/sliding door. To create a flexible event space.
- S. Nankani connected the team with an architect. They will review needs of the staff and then can move forward with a proposal for this project.

- E. Kass also looked at local libraries for reference, inspiration, and future suggestions.
- P. Desai has a list of vendors for estimates on multi-use and modular furniture options
- L. Carson has a resource for resale of old furniture (GovDeals).

7. Director's Report

- Demarest Environmental Commission and the Demarest Creative Green Team have designed and installed plants inside the Demarest Public Library for Sustainable NJ points.
  The project is complete. The DGC also agreed to donate plants for the Insley entrance.
- Friends process is moving along. The application is in-process, and the legal team anticipates approval within the next 3-months (though that is only an estimate). P. Desai will be working with them to develop program material, language, in addition to plans for both a membership drive and an inaugural event.
- Programming: free in-person yoga will hopefully be moving from monthly to weekly or bi-weekly. Also trying a senior chair option.
- Summer Reading Kickoff will be split into 2 sessions (morning and afternoon and by age group) both in June
- Demarest Spotlight Series- 2nd session coming up: Dog Grooming

8. Old Business

- Library Appropriation check update
- Children's Room Policy was approved
- Strategic planning final document presented and reviewed. This will be posted on the website, sent out via email, and discussed during the Director's Check-in (June 9th).

9. New Business

- Patron Services and Proctoring Services Policy: Free Service provided to homeschool students, other students with specific proctoring needs

L. Carson makes the motion to approve the Patron Services and Proctoring Services Policy; E. Kass seconds the motion.
Patron Services and Proctoring Services Policy approved.

- State record retention schedule
  - Library has records dating back to the 60s. P Desai has a schedule shredding outdated documents.
  - L. Carson suggested outsourcing this effort to a 3rd party.
- Water Heater installation has been completed

- Memorial Day Parade
    - Library was invited by the Mayor to walk in the parade with the new Demarest Library Banner. A. Sandoval will be representing the Library

10. President's Report

- S. Nankani is out. She will present updates at the next meeting.

11. Meeting Open to Public

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

12. Meeting was adjourned at 7:40pm

Next Board Meeting June 20th at 7:00 pm.