Demarest Free Public Library
Board of Library Trustees Meeting Agenda
June 20th, 2022

1. **Call to order at 7:05 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; E. Kass; A. Sandoval; S. Nankani; D. Hayden; J. Hur
   Absent: M. Iannuzzi; L. Carson

3. **Approval of Agenda**
   A. Sandoval makes the motion to approve the agenda; H. Shimokawa seconds the motion. Agenda approved.

4. **Approval of Minutes of May 23rd Meeting**
   A. Sandoval makes the motion to approve the agenda; H. Shimokawa seconds the motion. Minutes approved.

5. **Treasurer's Report**
   - YTD our operating bank balance is down 1.3%, however we are close to flat and in alignment with our annual budget.

   A. Sandoval makes the motion to approve the bill list; H. Shimokawa seconds the motion. Bill List approved.

6. **Buildings and Grounds Committee**
   - E. Kass reviews the next potential project to expand the meeting space for programming
   - P. Desai has reached out to Stephen Jaraczewski who is a local environmental engineer to do a review of the structural needs and/or limitations of the building before our community advisor architect (Diana Pavlova) helps us prepare a proposal for building updates to present to our architect. She is also looking into locating the original building plans.
   - A. Sandoval shared that a local resident raised a concern the flagpole looked dilapidated and that perhaps the Boy Scouts could take this on as one of their projects. P. Desai will contact L. Carson for a Boy Scouts contact.
   - Another resident also raised that there is a gap between the grass and the sidewalk that appears dangerous. Since this is not on Library property, P. Desai will take it up with the local government.

7. **Director's Report**
   - The board discussed programming attendance and how the events can be better advertised to the community.
   - P. Desai is looking into optimizing the mobile functions on the website for adults and seniors to sign-up for the library newsletter.
   - The board discussed initiating a senior outreach effort for those visitors who come into the library, building a mailing list and potentially sending a monthly mailer for adult programming.
   - The Demarest Library Friends Group has their Tax ID and they are planning their 1st meeting in July.
     - will have a booth at Demarest Day (9/17) and at Oktoberfest
     - also aiming to have their 1st fundraiser in the Fall
   - P. Desai found a Demarest resident who can fill in during open hours where we have had staff shortages. This individual has been hired.
   - Policy Updates: The meeting room, notary public, proctoring, patron services, unattended child policy, and telephone policy have been updated in 2022. They are posted at the library website and a hard copy of these policies are available at the circulation desk. P. Desai and D. Hayden will be reviewing and updating all the outstanding policies and will present them during an upcoming meeting.

8. **Old Business**
   1) Meeting with Borough CFO update
      - On Thursday, 5/26 S. Nankani and S. Galli met with Frank Elinio (CFO) and Borough Administrator Jim Powderly to introduce themselves and establish a relationship. They also discussed protocol and documentation required for the Library's Appropriation Checks. The next check should arrive after the June council meeting and the subsequent checks should be expected quarterly and on-time.

9. **New Business**
   a) Strategic plan quarterly update

RE: Goal 1— Optimize available space in the community to meet evolving needs
- Audited and updated collections with a focus on Parenting books, craft books, large print fiction, non-fiction, and Books on CD
- Experimenting with collection layout, improving browsing flow and increasing display opportunities
- Replaced doors on Stelfox entrance and made layout changes in study room
- Purchased new computers for children's room

RE: Goal 2— Increase public awareness and use of the library's services and programs
- Experimenting with offering a broader range of programs at different times to appeal to a wider audience
- Established a Teen Advisory Board to improve young adult programming
- Exploring Teen Nights and Teen Book Clubs
- Established both Korean and Hebrew story time programs

RE: Goal 3— Build a foundation to strengthen the library's role within the community
- Established Friends of the Library group to focus on fundraising opportunities

- Convened meetings with community organizations to identify ways to share resources
- Working to raise visibility of the library in the community by participating in events such as: Demarest 5K, Halloween Town Parade, Concert in partnership with the Recreation CommissionNurture relationships with community members with the Demarest Community Spotlight Series:
    1: Yoga with Anat Lavie
    2: Dog Wellness & Grooming
    3: Concert with Rhoda Tillack

- Looking to expand the Music and Storytime programming for the summer and fall
- Board also discussed reaching out to the Teen Advisory Board to see if there might be some journalism students who might be interested in interviewing some of the featured speakers for a Library Q&A editorial series.

b) Merchants alarm
- On May 31st, the library alarm was triggered several times. The identified issue was in Zone 16th, where a fire shaft had a trouble signal but then it restored itself. Merchants Alarm checked the smoke detector and alarm system. The vendor confirmed that the system is in good condition. P. Desai and the company will be monitoring the issue.

c) Panic button update
- Three panic buttons located in the building were successfully tested by Demarest Police on Thursday, June 9th

10. President's Report
- A patron and community member sent through some feedback on the newsletter and some layout and headline suggestions. P. Desai reviewed it and began implementing some of the feedback.
- Community Read has had a low turnout. Would like to see if there is a way to boost engagement.
- April 5th is National Library Worker's Day. In 2022, gift cards for Humphrey's Coffee Shop were given to full and part-time staff and a cake was ordered from Cafe Trois. In past years, the Board had organized a luncheon. For 2023, the board will be planning something special for the staff and looking to create some engagement with the community.
- Proposed moving the November meeting 1 week earlier to Nov 14th.

11. Meeting Open to Public
- No public was present, so we moved to adjourn the meeting.

12. Meeting was adjourned at 8:26pm

Next Board Meeting July 18th at 7:00 pm