Demarest Free Public Library
Board of Library Trustees Meeting Agenda
September 19th 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; E. Kass; A. Sandoval; S. Nankani; J. Hur
L. Carson, S. Galli
Absent: M. Iannuzzi; D. Hayden

3. Approval of Agenda

A. Sandoval makes the motion to approve the agenda; J. Hur seconds the motion.
Agenda approved.

4. Approval of Minutes of July 20th Meeting

A. Sandoval makes the motion to approve the minutes; J. Hur seconds the motion.
Minutes are approved.

5. Presentation by BCCLS President David Hanson on Fine Free Libraries

- Some key points include:
    - 82% of organizations surveyed by the Library Journal have reduced or eliminated their fine programs.
    - Broken Outreach—there is a socio-economic inequity for who can incur fines. Those fines become prohibitive for community members. Unified loans—provides 1 automatic renewals—is one of the solutions to make libraries more responsive to people.
    - Elimination of fines increases patron engagement and relations and have been shown to increase circulation.

- Proposed Action for Fine Free Initiative:
    - If a book is never returned: a bill goes to the patron. Cannot go on a patron's credit report.
    - Proposed Lost Fee is incurred when material is 6 weeks overdue. If a book is returned after that date, it is at the discretion of the Library staff.

- Conclusion:

    - Ultimately, the conclusion of BCCLS and the consortium are that this does not increase the loss of content. Fines are not a deterrent for keeping materials but are in fact more of an incentive for patron engagement.

- Notes:
    - Some libraries in the Consortium are not fine-free. Some materials loaned from other libraries can incur a fine (from Cresskill, etc.).
    - Suggested action: pointing patrons to pay online.

- Additional benefits of going Fine Free include optimizing staff time by eliminating fine collection efforts along with alleviating stress on and enhancing staff-patron relationships.
- To generate revenue, libraries are shifting from punitive fees (fines) towards providing other services (i.e. passports, photocopies, etc.)
- The board raised concerns about accountability

6. Treasurer's Report

- S. Galli we are right on budget for the year.
- The next appropriation check is due next month.

A. Sandoval makes the motion to approve the bill list; J. Hur seconds the motion.
Bill list is approved.

7. Buildings and Grounds Committee

- The committee met Diana Pavlova on Thursday, September 8th at the library to discuss the next phase of our building improvement plan. Next steps would include working on the final draft of a vision document and presenting it to the committee for approval.
- The committee will next have an exploratory meeting with Ed Arcari, the library's architect, to review goals and vision for this next step.
- P. Desai reached out to DPW to address the woodpecker hole.

8. Communications Committee

- H. Shimokawa met with P. Desai and staff to discuss the library website, some board feedback review, how the site is set up and currently maintained.
- The committee met to review collected feedback and overall goals of the website and the Library's content strategy.
- Some callouts include:
    - Cleaner, more accessible layout and interface
    - Clearer explanation of library member benefits and services
    - The need for a printable, user-friendly events calendar
    - The limitations of our current website to promote programming, partner projects and initiatives
- Next steps: H. Shimokawa and A. Sandoval will meet with P. Desai and staff to review the current site, propose some changes that are possible within our current host site

capabilities. The committee will revisit, once those initial revisions are made, if there is a need for an outside consultant to work on a redesign.

9. Director's Report

- **General Updates:**
    - Spencer Savings Bank waived the fees on our security deposit box.
    - Our Library audit was successfully completed. A PDF copy of the report will be sent out to the board. A paper copy of the report will be housed in the library in the Director's office.
    - The Demarest library partnered with Demarest Recreation Department and hosted a very successful summer jazz concert by Florian Schantz Jazz Combo on August 10th at the Gazebo. The concert was well-received with 75 people in attendance.
- **TAB UPDATES**
    - Two Teen Advisory Board (TAB) members will help facilitate weekly Chess Club meetings which resumed on September 10th at the library.
    - TAB will be offering twice-weekly after-school homework help at the library beginning from October until end of the school year. They will be offering an evening program once a month along with a Halloween Teen night in October with our Youth Services Librarian.
    - The TAB will be holding their monthly/bi-monthly meetings on Sundays at 2:00 pm at the Demarest library.
    - A calendar with dates and times for all the activities that will be offered by TAB for 2022-2023. Everything will be published on our website.

10. Old Business

- **Demarest Friends of the Library**
    - Bylaws have been voted on and approved and the next mtg will have a special election for board members.
    - Incorporation is complete.
    - DFL will be meeting once a month.

11. New Business

- Vote to approve the resolution to make Demarest library Fine Free

A. Sandoval makes the motion to vote on the resolution; L. Carson seconds the motion.

VOTE: YES: P. Desai; H. Shimokawa; E. Kass; A. Sandoval; S. Nankani; L. Carson, S. Galli
ABSTAIN: J.Hur

Fine Free Resolution is approved.

- Communication Committee also suggests that the library explore making an announcement to the press about this new initiative.

- Vote to authorize retroactive order resolution for the 2022 Children's Room construction project's final cost.

A. Sandoval makes the motion to approve the Change Order resolution; J. Hur seconds the motion.
Change order is approved

- Monthly Board meetings in 2023 will be moved from the 3rd Monday to the 2nd Monday of the month.

12. President's Report

- The bylaws need to be updated; they were last updated in 2016. P. Desai will review and present an updated draft in the next meeting.
- Review of Board of Trustees terms
- Suggested an assigned parking space for the Library Director

13. Meeting Open to Public

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

14. Meeting was adjourned at 8:42 pm.

Next Board Meeting October 17th at 7:00 pm