Demarest Free Public Library
Board of Library Trustees Meeting
October 17th, 2022

1. **Call to order at 7:03 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; L. Carson; D. Hayden
   Absent: M. Iannuzzi; S. Galli; J. Hur

3. **Approval of Agenda**

   E. Kass makes the motion to approve the agenda; D. Hayden seconds the motion.
   Agenda approved.

4. **Approval of Minutes of September 19th Meeting**

   E. Kass makes the motion to approve the agenda; S. Nankani seconds the motion.
   Minutes are approved.

5. **Treasurer's Report**

   E. Kass makes the motion to approve the Bill list; S. Nankani seconds the motion.
   Bill list is approved.

6. **Buildings and Grounds Committee**

   - Committee will be meeting with Ed Arcari on Thursday (10/20) and look forward to his feedback.
   - Children's story time will be moved to the library starting in November pending the attendance. The opportunity to move this event and similar back to the library will be greatly enhanced by the proposed construction.
   - The board will be reaching out to the Borough to get approval for a Library Director's designated parking space.

7. **Communications Committee**

   - The committee met to discuss opportunities to update and improve the accessibility of the library website. A. Sandoval and H. Shimokawa will be meeting with P. Desai and team to go over some suggestions on October 31st.
   - The committee is also working with P. Desai to draft a press release on the Fine Free Initiative that can be pitched to local outlets such as The Suburbanite, Neighbors, Bergen Co Record, etc.

8. Director's Report

- P. Desai will be bringing a recommendation and budget proposal to the Board in November for bringing one of the part-time library assistants to a part-time librarian role to focus on outreach and adult programming (approx. 20 hrs/wk).
- The library received several donations from patrons which will help to build a collection of books on Indian Culture, religion in addition to some books in Hindi. P. Desai has found a vendor and will be researching the curation of these books.
- The library received a grant from the NJ Community Chest for Racial Justice which includes a book display case and $100 towards books on Racial Justice. P. Desai will be sending the Communications Committee more details on this multi-borough collaboration to see if there is a press opportunity for this initiative.
- The family of Demarest resident, Barbara Bar-Nissim, who recently passed, is interested in making a donation in their mother's name. P. Desai will be proposing some donor opportunities to the board for approval and then will be presenting the approved opportunities to the family.
- Family Diwali Program was very successful with over 60 in attendance. Several families expressed interest in supporting an expansion of this program for next year and offered to assist with fundraising and organization.

9. Old Business

1) Changing the 2023 monthly Board meetings from 3rd Monday to 2nd Monday of the month

   E. Kass makes the motion to vote on the proposed change in Board meeting schedule; D. Hayden seconds the motion.
   - All present vote YES.

   New Board Meeting schedule is approved.

10. New Business

- Approval/vote 2023 Holidays

  E. Kass makes the motion to vote on the proposed 2023 holiday calendar; D. Hayden seconds the motion.
  - All present vote YES.

  2023 Holiday schedule is approved.

- Vega app is being tested by the Library Directors within the BCCLS Consortium. A full, public rollout is planned for later this year.

11. President's Report

- S. Galli will be sharing the feedback from the Audit.
- P. Desai is exploring the Amazon Business Credit Card as an alternative to the staff using their personal credit cards for library expenses. In 2023, we will also be exploring if the Friends group can assist with the management of programming expenses.

- Appropriation check for the 3rd quarter was received on-time. However, when S. Nankani reviewed the statement, it appears that one of our employees' health benefits costs have not been deducted from either her paycheck or the Appropriation check. The CFO, Frank Eleni, will be looking into this.
- S. Nankani will be working with P. Desai to review the 2023 budget and is planning to present the budget and proposed staff salaries in the December meeting.
- P. Desai is going to review the emergency notification list on-file with the alarm company.
- Board will be looking to help P. Desai on the planning of the staff holiday party.

12. Meeting Open to Public

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

13. Meeting was adjourned at 8:24 p.m.

Next Board Meeting will be November 14th at 7:00 pm.