Demarest Free Public Library
Board of Library Trustees Minutes
November 14, 2022

1. **Call to order at 7:04pm**

Ana Sandoval 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. A notice of requirements of the Open Public Meeting Act for this meeting have been fulfilled.

2. **Roll Call:**
   Present in person: A. Sandoval; P. Desai; S. Nankani; L. Carson; D. Hayden; J. Hur; S. Galli; M. Iannuzzi; Absent: H. Shimokawa
   Present via speakerphone: E. Kass joins during item #12.
3. **Adjustment/amendment to agenda** - P. Desai shares she will also bring up a discussion re: children's librarian vacancy.
4. **Approval of the agenda**
   Melinda Iannuzzi made a motion to approve the amended agenda; Lisa Carson seconds the motion.
5. **Approval of the Minutes of the October 17 meeting**
   Lisa Carson made a motion to approve, Dorothy Hayden seconds the motion.
6. **Treasurer's Report**
   S. Galli brought up a note shared by the auditor regarding the use of personal credit cards by staff to make purchases. P. Desai mentioned that she is looking into an Amazon business line credit card account and will discuss the feasibility of adopting with the auditor. P. Desai mentioned that the borough's CFO provided notice. M. Iannuzzi makes the motion to approve the bill list; Lisa Carson, seconds the motion. Bill list is approved.
7. **Buildings and Grounds**
   P. Desai reached out to Cooper electric to discuss the lack of lighting around the library grounds at night. Lights and sensors were fixed. P. Desai proposed adding a spotlight on the DFPL signage; a permit is needed to have lighting approved. DFPL would need to purchase the permit, lighting, etc. P. Desai will work with borough hall on the permits and will report back.
8. **Communications Committee**
   P. Desai updated the Trustees regarding the meeting she had with H. Shimokawa focused on making a few changes to the DFPL website to facilitate a more user -friendly and visual experience and interaction.
9. **Director's Report**
   - P. Desai will be on vacation from Nov 16 - Nov 28 and Supervising Information Librarian will assume her role during her absence.
   - The Children's Librarian put in her notice, she is moving to the Teaneck Public Library. Her last day at DFPL is Dec 2.

- P. Desai has received requests for collaboration from local organizations and non-profits (nature center/ boys & Girl Scouts, Northern Valley Theater Club, etc.) fulfilling the strategic goal of becoming a community center.
- Horizon pest control came to investigate the woodpecker damage.
- Staff Holiday dinner recommended for Tuesday, December 13 after the library closes at 5:00 pm.

10. **Old Business**

Donation from late patron's family; the family is interested in donating $15K. P. Desai is going to recommend a reading nook in the adult reading area to the family to consider and recommend some language to the Board.

11. New Business

- Supervising information librarian has been managing the library's technology, coordinating adult library programming, planning staff schedule, etc. a recommendation has been made to alleviate her workload and create a new part time position that will take on a few of these responsibilities. Motion to post a library programming assistant for 20 hours a week: Motion made by M. Iannuzzi and motion second by L. Carson.
- DFPL will need to replace the departing Children's librarian. The job will be posted to BCCLS, NJLA and Demarest Library website.
- Building upper level construction plan, budget estimate/ discussion: E. Kass joins by speaker phone and provides overview of proposed upper level renovations. J. Hur mentioned that in addition to reviewing the proposed renovation we should also check the roof to determine if any repairs are needed. This plan will be voted on during the December meeting. Board requested inspection of the roof prior to the next meeting. Per a review of the 2011 Improvement Report the roof may have been inspected in 2016/2017. P. Desai to discuss with Ed to determine when roof and siding should be inspected.

12. **President's Report**

- S. Nankani shared that P. Desai performed all necessary staff performance reviews.
- Benefits discussion needs to take place with borough hall.
- Staff holiday dinner to be held on a Tuesday.
- Bylaws updated by D. Hayden, will be shared prior to the next board meeting.
- NJLA updated salary minimums, will be reviewed prior to salary recommendations are made for the New Year.

13. Meeting Open to Public

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

14. Meeting was adjourned at 8:50p.m.

- Next Board Meeting will be on Monday, December 12 at 7:00p.m.