Demarest Free Public Library
Board of Library Trustees Meeting
December 12th, 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; M. Iannuzzi; S. Galli; J. Hur

Absent:

3. **Approval of Agenda**

J. Hur makes the motion to approve the agenda; M. Iannuzzi seconds the motion.
Agenda approved.

4. **Approval of Minutes of November 14th Meeting**

J. Hur makes the motion to approve the agenda; M. Iannuzzi seconds the motion.
Minutes are approved.

5. **Treasurer's Report**

- P. Desai will explore adding a detail on the bill list for all Amazon expenses.
- S. Galli will be reviewing the operating budget for the last couple of years to determine if there is any additional budget that was carried forward that should be repurposed in 2023.

J. Hur makes the motion to approve the Bill list; M. Iannuzzi seconds the motion.
Bill list is approved.

6. **Buildings and Grounds Committee**

- E. Kass spoke with Ed Arcari on the age of the library roof. The committee then had two contractors inspect the roof. They concluded that the roof is at least 20 years. It is in reasonable condition, but it may need to be replaced in the next 5 years.
- The plan for the upper-level construction will have a focus on creating more versatile meeting room spaces. As for now, there is not a budget for all new furniture. There may be a need for small tables, chairs, TV, etc.

7. **Communications Committee**

- H. Shimokawa spoke with P. Desai and staff on the revamping of the website. There is a working wireframe that is currently being edited and should be finalized and ready to present to the board in the Spring.

- Some of the suggested updates from the board include:
    - A pop-up for email capture focusing on adult & kids newsletter sign-ups
    - Looking into integrating a town events calendar—possibly the Burbio app

8. Director's Report

- P. Desai reached out to Barbara's family re: the donation. She recommended that they contribute towards the glass doors for the new work area. She is awaiting their response.
- The books on Hinduism and Hindi language have arrived and will be processed soon.
- P. Desai interviewed 2 candidates for the library programming associate position. There is 1 candidate moving to a final round. She is hoping the position will be filled in early January.
- P. Desai and staff will be working on the annual end-of-the-year newsletter that will be distributed to Demarest residents by end of January.

9. Old Business

1) Strategic planning update
    - P. Desai is working with the staff on revising 2023 Goals and Objectives. A finalized proposal will be presented to the board during the February meeting.
    - The board proposed creating a quarterly newsletter (via post) to promote seasonal programming and content news.

2) Building Upper-Level Construction plan and budget estimate / vote

J. Hur makes the motion to vote on earmarking the capital for the proposed construction plan and goals; M. Iannuzzi seconds the motion.

- All present vote Y

Proposed construction plan is approved.

3) Approval of Children/Youth Services Librarian position / vote

P. Desai proposed offering Kristen Governale the Youth Services Librarian position.

J. Hur makes the motion to vote to approve the recommended recruitment; M. Iannuzzi seconds the motion.

- All present vote Y

The position is approved.

10. New Business

- Approval/vote Updated Bylaws

J. Hur makes the motion to vote on the updated Bylaws; M. Iannuzzi seconds the motion.

- All present vote YES.

Updated Bylaws are approved.

11. President's Report

- S. Nankani met with the Youth Librarian for her exit interview to identify the main reasons for leaving. She shared that compensation, workload and benefits were key influences for

her decision. She provided some recommendations for the board to improve the appeal of the position including:

-hiring a youth services support role to help aid in the programming execution and covering the service desk so that the YS Librarian can spend more time in the community.

- S. Nankani and D. Hayden have been working on creating a template for future reviews, exit interviews, etc. The Library Director's EOY check-in will include 360 reviews from the staff and board.
- Today is M. Iannuzzi and J. Hur's last board meeting as their terms are ending.

12. Meeting Open to Public

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

13. Meeting was adjourned at 8:26 p.m.

Next Board Meeting will be January 9th at 7:00 pm.