Demarest Free Public Library
Board of Library Trustees Meeting
February 13, 2023

1. **Call to order at 7:06 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; Council Liaison, D. Marks

Absent: S. Galli; E. Kass; A. Keysar

3. **Approval of Agenda**

Motion to approve the agenda by H. Shimokawa; Seconded by A. Sandoval.
Agenda is approved.

4. **Approval of Minutes of January 9th, 2023 Special and Regular Meetings**

Motion to approve the Minutes of the January 9th, 2023 meeting by H. Shimokawa; Seconded by A. Sandoval.

- D. Hayden should be marked as absent from the Special Minutes

Minutes (with changes) are approved.

5. **Demarest Friends of the Library Board President's Introduction**

- Ruthie Nussbaum joined the meeting and introduced herself to the board and provided an update on the status of the Friends of the Library formation.
- The Friends are currently waiting to hear back from the IRS confirming the 501c3 certification. The lawyer estimates that all the paperwork should be finalized in the next 6 weeks.
- TAB is creating mockups of logos for review and the bank accounts will be opened shortly.
- 1st event will be a wine & cheese fundraiser (tentatively scheduled for May 12). Kids will have activities at the library while parents meet at the Train Station. Xplor Wine will sponsor the event.
- TAB will eventually fall under the Friends umbrella for fundraising.

6. Treasurer's Report

- P. Desai has added all the details for the Amazon checks.

Motion to approve the Bill list by H. Shimokawa; Seconded by A. Sandoval.
Bill list is approved.

7. Director's Report

- D. Marks will be raising the issue on the Appropriation Check with the Administrator, Julie Falkenstern During the Mayor & Council Mtg.
- D. Marks asked what new programs the Library is planning that the Borough can promote. Can the library collaborate with the Demarest Recreation Commission on some of the active programming?
- D. Marks will be looking into an upcoming opportunity for P. Desai to present the Library Strategic Plan to the Council.
- Final copy of the EOY Newsletter is ready and should be going out next week.
- January Highlights- Stuffed Animal event, Kids Storytime started at both CRS and LLE with great success.
- P. Desai met with the Art School to finalize the collaboration between both organizations. They are planning an art display and accompanying reception in June.
- P. Desai is also evaluating new programming opportunities for Community seniors.
- Staffing updates- P. Desai hired a part-time weekend staffer for 1 Saturday / Month and is looking for a part-time local resident to be available for 5 hr/week.

8. Old Business

a. Strategic Plan (presentation)

- The Library accomplished all the goals and objectives for 2022.

The 2023 Objectives include:

1. **Optimize available space to meet evolving needs:**
   - The staff will continue working on the renovation plans. P. Desai will also be contacting furniture vendors and researching ideas with other libraries.
   - Weeding projects to discard old materials – CDs, outdated paper documents, etc.
   - Increase Budget for Digital Books; purchase new computers for children's room.
   - Established Library managed Wifi – P. Desai received a quote of $1,165 to wire the building and BCCLS will manage the connection.
2. **Increase public awareness and use of library services and programs:**
   - Website redesign is in progress.
   - Established Teen Advisory Board- working with TAB on programming updates and collaboration opportunities with the Friends of the Library group.
   - P. Desai hired a part-time programming outreach library assistant.

- Hebrew and Spanish Storytimes and a Korean Storytime has been added. Looking to also add Hindi Storytime.

3. **Building a foundation to strengthen the library's role within the community:**
   - Established the Friends of the Library group and beginning work on a Membership Drive.
   - Established a collaboration with the Art School on programming.
   - Participating in community events such as the Demarest 5K, Halloween Town Parade and community concert (in partnership with Recreation Commission).

b. Building Construction update

Motion to approve the Construction Work Proposal for billing. Seconded by A. Sandoval. Work Proposal is approved.

9. New Business

a. Appropriation check / employee health benefits

-Full-time staff member hired in January 2023 still has not been able to enroll in health insurance. Director has reached out to Borough Hall several times and not been able to reach the CFO or Clerk.

b. Library debit/credit card

-P. Desai researched standard practice at other libraries for staff expenses. A library in Morris County opened a separate bank account with Debit Card access which will function as petty cash for online transactions.

10. President's Report

- S. Nankani met with Ed Arcari and the Building & Grounds Committee to review the construction plan. Ed will be meeting with the staff to determine staff needs for workspaces, break room, storage, etc.
- S. Nankani and P. Desai have been corresponding with the Borough to establish communication and follow-up on the delayed 4th Quarter 2023 appropriation check and health benefits enrollment.
- Encouraged the board to attend the Trustee trainings.

11. Meeting Open to the Public

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

12. Meeting was adjourned at 8:25 p.m.

Next Board Meeting will be March 13h at 7:00 pm.