Demarest Free Public Library
Board of Library Trustees Meeting
January 9th, 2022

1. **Call to order at 7:04 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; S. Galli; A. Keysar
   Absent: D. Hayden; B. Bernstein

3. **Introduction of the newest board member, Ariella Keysar.**

4. **Approval of Agenda**

   E. Kass makes the motion to approve the agenda; Seconded by L. Carson.
   Agenda approved.

5. **Approval of Minutes of December 12th , 2022 Meeting**

   Motion to approve the Minutes of the December 12th, 2022 meeting by E. Kass; Seconded by L. Carson.
   Minutes are approved.

6. **Annual Motions**

   a. Resolutions for Annual Motions

      i. Motion to re-affirm the Library Director as the official Purchasing Agent of the Library by E. Kass; Seconded by L. Carson.
      Roll Call Vote: All present vote YES.

      ii. Motion to authorize the Director to make payment of bills in the event there is no Board Meeting for reasons such as recess or lack of quorum by E. Kass; Seconded by L. Carson.
      Roll Call Vote: All present vote YES.

      iii. Motion to approve payment to vendors for which a monthly payment is regularly made, including but not limited to Verizon, PSE&G, Rockland Electric, Suez, B&T and Amazon, Champion Elevator City Wide Facility Solutions by E. Kass; Seconded by L. Carson.
      Roll Call Vote: All present vote YES.

iv. Motion to approve adherence to BCCLS Bylaws, to continue participation in the Consortium by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

v. Motion to designate Spencer's Savings Bank as the official depository of the Board by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

vi. Motion to approve a Petty Cash fund of $50 by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

vii. Motion to confirm Michael Cerone, Jr ESQ as the Library Board Attorney by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

viii. Motion to confirm Lerch, Vinci & Higgins, LLP as the library auditor Attorney by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

ix. Motion to reaffirm the current By-Laws of the Demarest Library's Board of Trustees by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

x. Motion to keep the meeting agenda according to the By-laws of the Demarest Library Board of Trustees by E. Kass; Seconded by L. Carson.
Roll Call Vote: All present vote YES.

7. Treasurer's Report

- The library collected $2212.92 in interest in our operating, capital, and donation accounts in 2022. Our closing balance for the year was a 2.5% increase for 2022 compared to 2021.
- P. Desai will explore adding category detail on Quickbooks reports for Amazon bills, which are currently consolidated on monthly report.
- S. Nankani requested S. Galli to review the operating account balances and budgets for 2019-2022 to determine funds that can be earmarked in 2023 for capital improvements.

Motion to approve the Bill list by E. Kass; Seconded by L. Carson.
Bill list is approved.

8. Committee Reports

a. Buildings & Grounds Committee
   - Elaine spoke with Ed Arcari to review the building plan. The initial discussion was to do the construction in phases. This may be more expensive than doing the entire project at once. The board agreed that the construction should be done all at once. E. Kass will be go back to him to request a confirmed proposal be put together so that the board may initiate a bidding process for the project.

b. Communications Committee
    - H. Shimokawa met with the library staff to share the board's feedback on the initial website redesign. They are working through those changes and will regroup in early February to review the status. Once the design templates are completed, H. Shimokawa will partner with the library staff on content editing.
    - The goal is to present a refined working presentation in March.

9. Director's Report

- On December 28th, P. Desai went to the Borough Hall to meet our new CFO, Cameron Kang. She introduced herself and asked him about the status of our last appropriation check which was due in early December. She was informed that he did not see any checks for the library and will investigate further. She has not received any further communication from him.
- The family of Barbara Bar-Nissim has confirmed that they would be making a donation of $15,000 in memory of their mother and would like to work with the Library to earmark this donation toward renovation of the adult meeting/study room door. They will be meeting via Zoom with P. Desai to discuss the timeline of the lift and working of a commemorative plaque.
- Annual Newsletter will be going to AM Graphics next week
- P. Desai is researching BCCLS's managed Cisco umbrella protections for wireless devices (patron and staff). If we sign up for managed Wi-Fi, all the devices connected to the wireless network are protected against malware, phishing attempts, and viruses. The Demarest library does not have its own Wi-Fi connection a; we currently use the free Wi-Fi provided by the Borough and the speed is very slow (less than 25Mbps). If we opt in for BCCLS Wi-Fi the speed would be more than 200Mbps. The cost is low, and the long-term savings will be substantial.
- Friends of the Library- 501c3 will be completed within 12 weeks. In the meantime, the Friends group is working on identifying a bank, tax filing for 2022 and how to launch the organization. They will be meeting monthly until the Friends group starts a fundraiser.
- Some exciting statistics to highlight:
    - In 2021, we had 14,467 visits; in 2022, we had 28,619, which is an increase of 97.82%
    - In 2021, we circulated physical items 32,206 times; in 2022, 41,676 times, which is a 30% increase

10. Old Business

a. Annual Budget (Vote)
Motion to approve the Annual Budget by E. Kass; Seconded by L. Carson.
-All present vote YES.
Annual Budget is approved.

b. Vision Benefits reimbursement (Vote)
Motion to approve the proposed Vision Benefits reimbursement by E. Kass;
Seconded by L. Carson.
-All present vote YES.
Vision Benefit reimbursement is approved.

11. New Business

a. Salary increase (vote)

- Motion to move to a closed session by E. Kass; Seconded by L. Carson.
- Motion to approve the proposed staff salary realignment and increases by E. Kass; Seconded by L. Carson.
    - All present vote YES.

  Salary increases were approved.

12. President's Report

- S. Nankani conducted exit interview with Cara Scott, Youth Services Librarian.
- S. Nankani met with D. Hayden to review the personnel review process, update instruments used to conduct Director review, and conduct Director review.
- Director Review evaluation form was sent to staff and trustees in early December.
- D. Hayden and S. Nankani met with P. Desai for her annual performance review.
- S. Nankani also met with incoming mayor, B. Bernstein, to introduce him to the Library Strategic Plan and discuss activities for the coming year.
- S. Nankani met with and recommended to B. Bernstein appointing A. Keysar to Board of Trustees.

13. Meeting Open to Public

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

13. Meeting was adjourned at 8:32 p.m.

Next Board Meeting will be February 13^{h} at 7:00 pm.