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

1. Call to order at 7:08 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; S. Nankani; A. Sandoval; A. Keysar

Absent: S. Galli; L. Carson; Council Liaison, D. Marks; D. Hayden

3. Approval of Agenda

Motion to approve the agenda by A. Keysar; Seconded by E. Kass.
Agenda is approved.

4. Approval of Minutes of February 13th, 2023 Meeting

Motion to approve the Minutes of the February 13, 2023 meeting by A. Keysar; Seconded by E. Kass.
Minutes are approved.

5. New Trustee Oath

- Board Member, A. Keysar, takes the New Trustee Oath.

6. Treasurer's Report

- We did receive the Q4 2022 Appropriations check.
- Q1 2023 has not yet arrived. S. Nankani spoke with the Demarest CFO and confirmed that the Borough will send the correct Q1 2023 Appropriation check by April 15th.

Motion to approve the Bill list by A. Keysar; Seconded by E. Kass.
Bill list is approved.

7. Director's Report

- The wiring for the managed WiFi access points has been completed. BCCLS has been notified and we are in the queue for installation.
- Programming updates:
  - The attendance for the movie screenings is growing. The patron feedback on the new release screening was very positive.

- A patron has offered to help host an Urdu Storytime around the EID holiday.
- A Yoga story time for Little Wigglers was introduced this month.
- Patrons attending Library programs have been filling out feedback forms and the staff has received outreach from multiple community members expressing appreciation for the variety of programs and quality of service being offered by the library.

- Staff Updates:
  - P. Desai has hired a local resident as a part-time library assistant.
  - BCCLS is providing training for new library hires.
  - P. Desai will be on vacation from April 3rd to April 10th. The Supervising Information Services Librarian will be covering her duties.
- Building updates:
  - The lock on the Stelfox door was not working properly. A locksmith was contacted and it has been repaired.
  - P. Desai is going to confirm the location on the Borough Hall copy of the Library key.
  - The fire inspection was conducted on February 14th, 2023. All fire extinguishers have been serviced. The library passed inspection and the certificate is on display on the main floor.

8. Old Business

a. Building Construction update
   - E. Kass met with Ed Arcari and the Library staff to review staff needs for the construction plans. Staff raised a need for working space behind the circulation desk.
   - Board will explore how best to communicate the construction plans with the community – email/newsletter announcement, in-library display of plans, etc.

b. Library appropriation check / employee health benefit update
   - P. Desai contacted the library attorney (Michael Cerone) to discuss the lack of communication from the Borough finance office regarding the Q4 2022 Library appropriation and the issues enrolling the Youth Services librarian in the State health benefit plan. A letter was sent on behalf of the library to the Borough CFO, Borough Administrator, and the Borough attorney. They responded with an estimate on delivery of the Q4 2022 check. However, the CFO does not have the information to provide an estimate on the 2023 appropriations, payroll, etc. He advised that P. Desai contact the Borough Administrator.
   - The Borough Administrator replied that the employee should be added to the State Health Benefits plan by end of month. This is still being confirmed.

9. New Business

a. Resolution to reallocate unspent funds from Operating Budget to Capital Account
   - Now that the Q3 2022 appropriations check has been received, the board would like to move $50K from the Operating Budget to the Capital Account to cover the construction costs.

Motion to approve the Reserve Capital Funds Resolution by A. Keysar; Seconded by E. Kass.

Roll Call Vote: All present vote YES.

Resolution is approved.

b. Part time Sunday library assistant resignation
   - Sunday part-time library assistant (Caitlin Cywinski), who has worked at the library for twenty-one years, has resigned. The staff provided her with a thank you and farewell gift.

c. Part time library assistant / children's book cataloger salary
   - The new part time library assistant is going to be working Sunday hours after our Sunday library assistant resigned effective March 12th. She will be assigned the duty of cataloging books and her new title will be cataloging library assistant.
   - P. Desai proposed changing her role from a PT LA to a PT Cataloging Assistant so that her salary can be raised to the NJLA minimum of $18/hr.

Motion to raise the hourly salary for the PT cataloging assistant to the NJLA min by A. Keysar; Seconded by E. Kass.

Roll Call Vote: ALL Present vote YES

Motion is approved.

10. President's Report

- P. Desai worked very closely with Michael Cerone (Borough Atty) and the Personnel Committee to ensure that the communication with the Borough was clear and considered in order to address the issues in a timely and productive manner.
- We are still missing some key pieces of information from the Borough. We requested the following:

  1: Q1-Q4 final detailed statements and bookkeeping reconciliation

  2: Were there any reconciliations pending that might result in a True-up in 2023? (We received a true-up in Jan '22 for fiscal year 2021)

  3: Requested the 2023 Q1 appropriations check by April 15th

  4: Also advised the CFO that P. Desai is due a stipend in lieu of enrolling in State Health Benefits. The CFO confirmed that this stipend should arrive in Nov. 2022.
- There has not been direct communication from either the Mayor or Council Liaison on this issue. They have been informed and copied on all communication.

11. Meeting Open to the Public

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

12. Meeting was adjourned at 8:00 p.m.

Next Board Meeting will be April 17h at 7:00 pm.