Demarest Free Public Library
Board of Library Trustees Meeting
May 8, 2023

1. Call to order at 7:09
   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. All notices of requirements of the Open Public Meeting Act for this meeting have been fulfilled.

2. Roll Call
   Present: P. Desai; S. Nankani; L. Carson; E. Kass; D. Hayden; A. Keysar; A. Sandoval and L. Ma
   Absent: Council Liaison, D. Marks, Heather Shimokawa

3. New Trustee Oath
   Board Member, L. Ma, takes the New Trustee Oath

4. Approval of Agenda
   Motion to approve the agenda by E. Kass; Seconded by L. Carson

5. Approval of Minutes of April 17, 2023 Meeting
   Motion to approve the Minutes of April 17, 2023 Meeting motioned by E. Kass; Seconded by L. Carson

6. Treasurer's Report
   - L. Ma got access to all accounts.
   - The interest rates have increased.
   - P. Desai shared an overview of use for each account (Capital; Donation; and Operating)
   - L. Ma asked about appropriation payments. P. Desai explained the typical timeline of payments has been. The borough makes 4 quarterly payments to the library based on our annual appropriation. P. Desai also shared that she is awaiting the Mayor and Council to finalize this year's budget to share an accurate 2023 appropriation.
   - E. Kass motioned to approve the bill list; Seconded by L. Carson. L. Ma signs checks and passes to S. Nankani for signature.
7. Director's Report
   - Children's librarian received enrollment forms for dental care benefits on April 28th 2023. The enrollment had been delayed by 4 months.
   - After last Board Meeting, P. Desai and S. Nankani met with Council Liaison, D. Marks. P. Desai will send him a message each week with library updates for inclusion in the weekly Mayor's note to residents. They all had an exploratory

discussion on whether the library would utilize the abandoned bank building on Hardenburgh Ave.for some programs if it was made available. P. Desai exploring whether Library would have programs that may take place if such space was made available. Discussion also touched on timeline future appropriation checks and the use of ACH.

- Friends 5019(c)(3) finalized. They will now begin recruiting and planning a fundraiser and membership levels and identify a bank account.
- Board discussed additional methods for promoting the many library programs that are being scheduled — such as increasing social media posts for upcoming events and programs.
- Indian bilingual story time added to programming.
- Comedian Bill Ervolino's appearance is being coordinated with neighboring libraries.
- Library Directors in BCCLS nominate one employee to participate in a BCCLS professional development program where they learn more about being a Library Supervisor, Director, managing people, etc. P. Desai participated in the Q&A for the session for the BCCLS Supervisory Training.
- Camera in the teen room was repaired.
- Staff bathroom is leaking; P Desai reached out to DPW for an initial estimate for repairs. She has not heard back.

8. Old Business

Building Construction - E. Kass shared architectural drawing from Acari + Iovino, architects.

9. New Business
    - Discussed new children's librarian assistant position, role, and salary. E. Kass made a motion to raise the children's librarian assistant position to NJLA salary minimum; Seconded by L. Carson. Followed by roll call vote, following all voted yes: L. Carson; E. Kass; D. Hayden; A. Keysar; A. Sandoval and L. Ma
    - MOMA Passes - DFPL currently shares a pass with Cresskill library and splits the cost. Mayor & Council has expressed interest in paying for the other half of the museum pass. This arrangement will make it possible for the library to have access to two museum passes. Currently the library owns only one pass which gives access to 4 people.

10. President's Report
    - An appreciation luncheon was organized for staff during Library Appreciation Week
    - Meeting with Adult Services Librarian regarding upcoming construction
    - Met with library liaison and Mayor
    - S. Nankani asked P. Desai to learn more about how other libraries pay their borough for administration of payroll, pension, etc. P. Desai reached out to 35 other libraries and learned that 25 do not pay for these services.

- Developed a task list with P. Desai focused on borough services such as landscaping and basic maintenance that the library may need assistance with and shared with Mayor and Council Liaison.

11. Meeting Opened to the Public
    - Two attendees, A. Collins and J. Reiss. Both shared they are running for town council, voiced the important job the library does in serving the community and the need to communicate with the community on what the library is doing.

12. Meeting is adjourned at 8:45p.m.
    Next board meeting will be on Monday, June 12 at 7:00p.m.