Demarest Free Public Library
Board of Library Trustees Meeting
June 12, 2023

1. **Call to order at 7:07 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; L. Carson; E. Kass; S. Nankani; D. Hayden; A. Keysar; L. Ma

Absent: A. Sandoval; Council Liaison, D. Marks

3. **Approval of Agenda**

Motion to amend the order of and approve the agenda by H. Shimokawa; Seconded by D. Hayden. Modification of the Agenda and the Agenda are approved.

4. **Approval of Minutes of May 8th, 2023 Meeting**

Motion to approve the Minutes of the May 8, 2023 meeting by L. Carson; Seconded by D. Hayden. Minutes are approved.

5. **Buildings & Grounds Committee**

- E. Kass requested an update on the construction plan to accommodate minor changes to the staff bathroom and the cabinetry behind the circulation desk. As per the staff request, we will be able to create a staff lunch and work area behind the desk because of the modification to the staff bathroom and enclosing the conference room.
- There are some outstanding questions for the architect that include a proposed window in the staff lunch and work area and confirmation of the type of sliding doors that will be installed in the quiet room.
- E. Kass will be scheduling a walkthrough for the committee with Ed Arcari to review the final plans.

6. **Treasurer's Report**

- L. Ma spoke with the Borough CFO to introduce herself and to see if she could request limited access to the payroll and benefits process, etc. He said he would connect with her via his assistant to provide all the requested details. However, there has been no update since that call. L. Ma will follow-up again this week.

- In regard to the investment of the excess funds in the Library's accounts, L. Ma reviewed the NJ statute. In order to invest the capital with options to utilize the funds for purchasing and other spending needs in the future, we could either open an account with Treasury Direct or with Fidelity. The recommendation is to open an account with Fidelity to purchase US Treasury bonds. P. Desai will provide the Library's Tax ID to L. Ma.

  Motion to approve opening the Fidelity account with an initial investment of $200K in 3mo US Treasury bonds by H. Shimokawa. Seconded by D. Hayden.

  Roll Call Vote: All present vote yes

- Motion to approve the Bill list by H. Shimokawa; Seconded by D. Hayden.
  Bill list is approved.

7. Director's Report

- Demarest resident approached P. Desai to discuss a Hebrew educational program that she is developing and to see if the Library was interested in purchasing it. The Youth Services librarian will be evaluating the game and how best to incorporate it into the programming.
- Patron donated $95 to show appreciation for the staff and the elimination of fines.
- Spencer Savings Bank will be issuing a replacement key for the safety deposit box. A $15 replacement fee will be charged.
- 1st Friends received their 501c3 designation from the IRS. The 1st fundraiser is tentatively planned for Oct 8th.
- Midyear newsletter has been printed and mailed out to residents on June 12th/
- The Demarest concert held on May 13th in collaboration with the Cresskill Library was a great success. It was held at the Gazebo and had 85 people in attendance.
- P.Desai will be looking for a new part-time library assistant as the current one resigned.
- **Building Maintenance**
  - The faucet in the public restroom needed to be replaced. A plumber was also called to repair a leak under the staff bathroom sink.
  - LED lightbulbs needed to be replaced. DPW was unable to address this. P. Desai called an electrician. S. Nankani also suggested P. Desai call Rockland Electric to request a complimentary energy efficiency consultation.
  - P. Desai met with a few vendors and scheduled a complimentary estimate regarding the furniture needs for the renovation.

8. Old Business

- MOMA museum 2nd pass sponsorship update

  Library currently shares the museum passes with the Cresskill library. Borough Hall currently covers that charge. Mayor wants us to reclaim all the passes associated with this cost. However, P. Desai would like to continue this collaboration. Library will absorb the annual $750 cost so we can continue the

partnership with Cresskill. P. Desai will request that Borough Hall cover the Natural History Museum instead.

- 2nd Quarter appropriation check has been promised by the 1st week of July.

9. New Business

- BCCLS APP – P. Desai walked the board through the BCCLS App to demonstrate the functionality.
- First Amendment Audit
  - Any individual can enter the library and take photos or videos of library staff without repercussions. The library staff, since they are public employees, cannot intervene. Since the library is a public building, all patrons are subject to this.
  - P. Desai will be review Patron conduct policy and will ensure children's privacy is protected
- Director attended the NJLA conference and shared some brief points RE: Book bans in the public libraries / NJLA conference update
  https://planetprinceton.com/2023/05/23/dems-introduce-legislation-to-prevent-book-bans-at-public-libraries-and-schools-in-new-jersey/

10. President's Report

- Library marched in the Memorial Day Parade with some of the TAB and Friends members.
- Concert was also attended by Mayor Bernstein who was very enthusiastic about the program and attendance.
- Demarest Council is reviewing the budget and voting on it tonight.

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 Monday, July 10th at 7:00 pm.