Demarest Free Public Library
Board of Library Trustees Meeting
September 11, 2023

1. Call to order at 7:05 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; A. Sandoval

Absent: Council Liaison, D. Marks

3. Approval of the Agenda

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

4. Approval of Minutes of July 10th, 2023, Meeting

- Motion to approve the Minutes of the July 10, 2023 meeting by H.Shimokawa; Seconded by A. Sandoval.
  Minutes are approved.

5. Treasurer's Report

- Since opening Treasury Direct account, the library has invested in one auction for a 3 month bond with approx. 4% return.
- The board agreed to continue investing the capital account funds in Treasury Direct bonds with comparable vesting schedules.
- On July 31, L. Ma sent a memo on behalf of the Board to Library liaison, Dan Marks outlining outstanding issues including a proposed payment schedule for the Appropriation funds, a rejection of the library taking on the Library payroll and a list of DPW services that the Library is requesting to be continued. Hard copies were delivered to Finance Department, Mayor, and Borough Administrator. The Board awaits a reply to the memo.
- The Director has requested the Borough to change the mailing address for the State Aid check. It was approved by the Mayor & Council in August; however, there is no confirmation that the requested letter requesting the address change has been sent to the State.
- Motion to approve the Bill list by H. Shimokawa; Seconded by A. Sandoval.
  Bill List is approved.

6. **Buildings & Grounds Committee**
    - The library accepted a bid from Northeast Construction Services, LLC for the proposed construction. The contract was incomplete and needs to have a warranty, detailed scope of work, Article XIV, etc.
    - In accordance with best practice, the board will request a standard vendor engagement contract from our library attorney, Michael Cerrone, that will outline the engagement terms, Scope of Work, Payment Schedule, Warranty, Indemnity, Article IVX, Termination terms, etc.

7. **Communications Report**
    - The library staff, led by Orla Cassidy, has been working on the redesign of the library website. A revised version of the wireframe has been sent to the Communications Committee. There are some minor design changes that are pending before a content audit and edit can be finalized.
    - H. Shimokawa and A. Sandoval will work with O. Cassidy this month to complete these edits and plan to present the redesign to the board at the next board meeting in October.
    - The proposed timeline for completion and release of this redesign aims to have the site live in December followed by an announcement to patrons via email and in the January newsletter.

8. **Director's Report**
    - General Updates
        - Friends of the Library website will be live this week with a CTA to Donate with a Paypal option.
        - TAB will be hosting their 1st fundraising event: Back-to-School Night babysitting event pegged to LLE on September 21st. P. Desai will coordinate with the Friends Board to explore obtaining Liability insurance.
        - Per request of the Mayor's office, we have included a link to sign-up for the Borough Newsletter on the library website.
        - Library audit was completed.
        - Local Demarest resident, Stephen Jaraczewski surveyed the flooring in the children's room and made a recommendation to change the flooring to ceramic tiles. However, upon further research, P. Desai determined that LVT flooring would be a more cost-effective option.
    - Programming & Outreach
        - 2023 Summer Reading program was a great success with 110 participants having read 2405 books.
        - P. Desai was advised by the Borough that a Food Program (education & tasting) cannot go forward without a same-day inspection by a Food Inspector. P. Desai reached out to the Borough Administrator to obtain more details or rationale behind this policy change, but there has been no follow-up. The board will reach out to the Board of Health to review the County policy.
        - A Diwali event that includes treats and snacks for public is currently scheduled for Saturday, October 21st and will be held at the Methodist Church. Last year it was

Commented [GU1]: will be? not sure it's live yet?

Commented [GU2R1]: will be

Commented [GU3]: add date

Commented [HS4R3]: @parinda can you confirm the date please?

Commented [GU5]: remove superior and add: more cost-effective option and has researched alternatives and will proceed with [name of layer / water proof solution]

Commented [HS6R5]: @Parinda 9 there another name for the LVT flooring or can I just restate that here?

Commented [GU7]: added

held at the Train Station room and was a successful community event with foot traffic attendees but has had to be moved given new rules re: food.

- P. Desai proposed to the Borough to use the earmarked funds for the MoMA Museum Pass for the passes at the Museum of Natural History instead. She has not received a response.
- The library will be partnering with the Demarest Nature Ctr by co-sponsoring a lecture and walk by Steve Wildman in Spring 2024. The program cost is $450 and will be split between organizations. This further fulfills our strategic planning goal of Building a Foundation to Strengthen the Library's Role within the Community.
- 2023 Bldg. Construction Update & Timeline
  - Pending a final contract for review by Ed Arcari, the week of the Sept 25th is when the removal of bookshelves, etc. is planned by the local handyman.
  - Construction will begin mid-October. E. Kass will be obtaining a project timeline, outlining steps and phases, from Ed Arcari.

9. Old Business

- Children's Room Flooring Quote / Sample
  - P. Desai reviewed samples and quotes from several vendors to repair the flooring (remove the moisture) and to replace the flooring panels.
  - P. Desai recommends LVT (vinyl) that will be treated with a moisture sealant. She received a quote for $31,129 (for the entire children's dept). However, if she can arrange to take care of the packing a reloading the bookshelves in-house, we could save approx. $4,000. The budget for this project exists within our operating budget.
  - The Children's Area would need to be closed for two weeks. The board proposed targeting Teacher Conference week in November for this project.

- Motion to approve the LVT contract proposed by Commercial Interiors Direct, pending a warranty clause by H. Shimokawa; Seconded by A. Sandoval.
  All present vote yes.
  Commercial Interiors Direct Vendor contract is approved.

10. New Business

- Annual Audit Updates
  - The Auditor suggested that L. Ma should be signing off on the actual bill list each month.

11. President's Report

- S. Nankani spoke with the Mayor who requested the Library's support to amplify his newsletter sign-up on the Library homepage.

12. Meeting Open to the Public

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

13. Meeting was adjourned at 8:52 p.m.

Next Board Meeting will be Monday, October 16th at 7:00 pm.