Demarest Free Public Library
Board of Library Trustees Meeting Agenda
October 16th, 2023

1. Call to order at 7:06 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 notices 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; L. Ma; A. Sandoval

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

3. Amend & Approval of the Agenda

- Motion to amend the agenda to move the Treasurer's Report to after the Buildings & Grounds Committee discussion by H. Shimokawa; Seconded by L. Carson.
  Agenda is amended and approved.

4. Approval of the Minutes of the September 11th, 2023 meeting

- Motion to approve the September meeting minutes made by H. Shimokawa; Seconded by L. Carson.
  Minutes are approved.

5. Approval of the Minutes of the October 2nd, 2023 special board meeting

- Motion to approve the October special meeting minutes made by H. Shimokawa; Seconded by L. Carson.
  Minutes are approved.

6. Buildings & Grounds Committee

- E. Kass and P. Desai met with the contractors to review the project scope and needs. E. Arcari and NorthEast Construction will be applying for the permits and providing the committee with a timeline shortly.
- P. Desai will follow up with NorthEast to get an update on the status of the permits this week.
- The electrician joined the walkthrough and confirmed that the wiring plans are aligned with the construction plans.
- The library will need to close while the Circulation area is being worked on. The contractors will be confirming the timing of this portion of the construction.

- P. Desai will also be coordinating a meeting between the electrician and the BCCLS office to ensure that all the necessary wiring specs are provided and that all the wiring needs are reviewed.

7. Treasurer's Report

- L. Ma- invested in a 3 mo. treasury bond with a 5.3% yield. L. Ma is exploring some more flexible options for future investments.
- Motion to approve the Bill list by H. Shimokawa; Seconded by L. Carson.
  Bill List is approved.

8. Communications Report

- H. Shimokawa met with O. Cassidy and C, Governale to review the status of the website redesign. The team is currently finalizing some visual elements and content changes to the wireframe.
- The Communications Committee will be reviewing this finalized wireframe this month and plans to present it to the board at the November meeting.
- The topline goals for this website redesign include:
  - Improving the accessibility and user experience with a broad range of patrons in mind
  - Promoting library programs and patron benefits with more dynamic UI (User Interface)
  - Increasing the opportunities for patron engagement and data capture for Library newsletters and donation opportunities

9. Director's Report

- General Updates
  - Friends of the Demarest Library will have a table at both the Demarest Day (rescheduled to Nov 4th) and Oktoberfest events. They will be running a membership drive to raise funds and recruit members during both events.
  - The Friends of the Demarest Library has already begun successfully raising funds through membership and donation efforts.
  - The Friends of the Demarest Library are also organizing a local book drop in town from which the Friends group will coordinate a book sale via a Library vendor.
  - Friends of the Demarest Library will be donating a cricket machine to the Youth Services Department and is currently working on funding the Natural History Museum pass for the library.
  - The library received our State Aid check for $2,742 on October 5th.
  - The library's membership to the Hunterdon County Educational Services Commission providing co-op purchasing services has been received.
- Programming & Outreach
  - The Family Diwali program will be held on Saturday, October 21st at the Methodist Church.
  - The upcoming Bill Ervolino Live event is scheduled for November 4th. There were some logistics issues raised regarding event registration. P. Desai will be reviewing this week.

- Library is also hosting a pumpkin decorating contest on October 23th for kids and adults.

- Staff Updates
  - The library will be closed from 9am-1pm on October 17th for Staff Development Day training.
  - P. Desai placed an ad for a new bookkeeper on the NJLA and BCCLS websites. H. Shimokawa will share the contact for a Bergen County recruiting agency.

10. Old Business

- Children's Room Flooring co-op membership update
  -The contract to replace the Children's Room flooring has been awarded to Commercial Interiors Direct and the work is scheduled to begin on November 6th. The 2 days (Thurs/Fri) before, the staff will be packing up all the books. The project will take 1 week. The Children's Room will remain closed for 2 days following the completion of the flooring project so that the staff can reorganize and update the room.
- Borough Communication/ CFO meeting update
  -P. Desai met with Peter Suh, the new CFO. In addition to his work for Demarest, P. Suh also works for the Bergen Co office and is on the council in Fort Lee where he lives. He walked P. Desai through the calculations for the staff benefits costs, etc.

11. New Business

- 2024 Holidays/vote
  Motion to approve the 2024 Holiday Closing Schedule by H. Shimokawa; Seconded by L. Carson.
  All Present vote YES
  2024 Holiday schedule is approved.

- Full time Programming/Outreach library Associate/vote
  Motion to approve the F/T Programming/Outreach library Associate position by H. Shimokawa; Seconded by L. Carson.
  All Present vote YES
  Position is approved.

12. President's Report

- S. Nankani reached out to P. Desai to nominate H. Shimokawa to attend the Friends mtgs as a Board Liaison. P. Desai suggested that the November meeting would be the best time to initiate this collaboration.
- The terms of the following board members are expiring this year- S. Nankani, D. Hayden and E. Kass. P. Desai expressed that she would prefer that the board maintain continuity during this busy period for the Library.
- Due to the constraints of the upcoming construction, P. Desai recommended and the board agreed to pause the Chess Club program until the programming room construction has been completed. P. Desai will also be exploring if our new configuration will require or allow for some evolutionary changes to some of the existing programs.

13. Meeting Open to the Public

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

14. Meeting was adjourned at 9:00 p.m.

Next Board Meeting will be Monday, November 13th at 7:00 pm.