

Demarest Free Public Library  
Board of Library Trustees Meeting Minutes  
May 20<sup>th</sup>, 2024

**1. Call to order at 7:01 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 Meetings Act for this meeting have been fulfilled.*

**2. Roll Call**

Present: P. Desai; H. Shimokawa; L. Carson; E. Kass; S. Nankani; D. Hayden; A Sandoval; L. Ma; A. Keysar; Mayor Bernstein

**3. Approval of the Agenda**

- Motion to approve by H. Shimokawa; Seconded by L. Carson.  
All present vote YES.  
Agenda is approved.

**4. Approval of the Minutes of the April 19<sup>th</sup>, 2024 meeting**

- Motion to approve the March meeting minutes made by S. Nankani; Seconded by D. Hayden.  
All present vote YES.  
Minutes are approved.

**5. Presentation by BCCLS Representative Darlene Swistock**

- D. Swistock thanked the board for its support and advocacy.
- She presented a summary of BCCLS continuing education programs, trustee support & events, Trustee Mentor program, Quarterly Trustee Newsletter, etc.
- Professional Development events for CE credit: includes Library Board committees, DEI, Cyber Security, Communicating with local officials, funding for libraries, etc.
- BCCLS Association overview: shared some recent performance statistics, value of the association, group programs, etc.
- BCCLS' focus is the ILS delivery & tech (catalog)- being in BCCLS provides every library with access to over 5m items in the catalog. The average library saves approx. \$200,000 with access to this networked catalog. Delivery moves around approx. 10,000 items daily.
- Tech support offers managed services supporting--- wifi, ipads, networking, etc.
- Professional Development resource for Directors, Staffers, Friends & Trustees.

**6. Treasurer's Report**

- L. Ma presented the P&L for Jan-April
- The additional 2 new air conditioning units required will be funded through the Capital Account.
- Reviewed May Report and provided an update on account balances
- We should receive a credit from the contractor for the out-of-scope electrical work that needed to be done.
- Motion to approve the Bill List made by H. Shimokawa; Seconded by D. Hayden

Roll Call Vote: All present vote YES.

Bill List is approved.

## 7. Director's Report

- The Friends of the Demarest Library voted to donate a 70-inch television for the new community room. This TV will be instrumental for presentations and movie screenings.
- Once this is set up, Friends Group is exploring organizing a Meet & Greet event for the community and offering some kind of childcare fundraiser event during this time with the Teen Advisory Board.
- The library reopened to the public on May 16<sup>th</sup> after all inspections were completed.
- Whalen & Ives conducted their first heating and cooling maintenance at the library on May 13<sup>th</sup> and recommended that the library needs to replace two condensers.
- Posted the Information Services Librarian position on the BCCLS website and has started receiving applications.
- Security System Update: need to move the security monitoring system. P. Desai received a quote for moving this system. However, she checked with BCCLS IT and there is an option to wire *all* the staff computers to have access to the security system monitors on all the computers. This will provide more access to security footage which at present is only on one monitor at Circulation.
  - There are some blind spots in the building that need to have security cameras installed. P. Desai will be looking into a quote for this once the new security system has been rewired.
- Mayor Bernstein asked what the library's security protocol is? Is this something that BCCLS can support?
  - There are 3 panic buttons in the bldg. that connect to the DPD along with security key fobs.
  - S. Nankani asked D. Swistock if BCCLS offers any support on this issue. Unfortunately, since this is a localized effort, it is not something that is provided centrally to or by the BCCLS network.
  - P. Desai shared that she has been looking into securing Active Shooter training and Bldg assessment from both the Demarest PD and that it has not been available. She has started to investigate having Bergen County Sheriff's Office do an onsite training. She asked for assistance from Mayor Bernstein to organize this training.

## 8. Old Business

### a) Construction Update

- The library reopened to the public on May 16<sup>th</sup> after all inspections were completed.
- The real unexpected expense was that the floors were not level in the new community room and flooring needed to be installed. The staff room is also missing a vent- this will need to be installed.
- P. Desai is also looking into blinds on the new glass doors along with locks for those doors.

### b) Donation Plaque location

- P. Desai presented that the plaque will be placed above the door inside the new community room.
- In Memoriam  
A heartfelt thank you to the family and friends of Barbara Bar-Nissim for their generous donation in her memory toward the renovation of our Community Room. A resident of Demarest for nearly 50 years, Barbara passed away at the age of 80 in September 2022. She enjoyed a long, productive career as a Jewish educator, music teacher, songwriter, author, and school principal—and was a long-time patron and supporter of the Demarest Public Library.

## 9. New Business

### a) Book Sanctuary Resolution / Vote

Motion to approve the resolution to adopt the AMLA's Freedom to Read Statement and to declare The Demarest Free Library as a Book Sanctuary made by H. Shimokawa; Seconded by L. Carson.

Roll Call Vote: All present vote YES

Resolution is approved.

### b) AC/Heat unit condenser replacement in Children's room and upstairs main entrance

- E. Kass shared that due to the age of the building, a recent inspection revealed that the children's room external condenser had a leak and needs to be replaced.
- The unit in the book drop room has also been identified as possibly needing to be replaced.
- P. Desai received a 1<sup>st</sup> quote and will be soliciting more quotes for the replacement of the 2 units.
- Mayor Bernstein will reach out to Bruno & Associates to see if there are any available grants to support the library's building and maintenance updates.

## 10. President's Report

- S. Nankani recapped the work to revise the Librarian job description so that this open position can also include programming responsibilities.
- S. Nankani also presented a summary of staffing and management priorities during construction, including weeding through the collection, building supplies, etc. to elevate the collection presentation, etc.
- The Bldgs & Grounds Committee had a prior history with the architect, Ed Arcari, which helped to expedite the process of communication and execution.
- Mayor Bernstein asked if the library has a generator and corresponding maintenance contract- both of which the library has.
- Discussion of late fine transactions management.

## 11. Meeting open for public comment

Motion to open the meeting to the public made by H. Shimokawa; Seconded by E. Kass.

The meeting is open to the public. No public was present.

Motion to close the meeting by H. Shimokawa; Seconded by E. Kass

Meeting is adjourned at 8:25pm.

## 12. Adjournment – Next Board Meeting Monday, June 17<sup>th</sup> at 7:00pm.