

Demarest Free Public Library
Board of Library Trustees Meeting Minutes
June 17th, 2024

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 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; S. Nankani; D. Hayden; A Sandoval;
L. Ma (7:30 pm arrival); A. Keysar; Mayor Bernstein

Absent: E. Kass

3. Approval of the Agenda

Motion to approve by H. Shimokawa; Seconded by Mayor Bernstein.

All present vote YES.

Agenda is approved.

4. Approval of the Minutes of the May 20th, 2024 meeting

Motion to approve the April meeting minutes made by L. Carson; Seconded by D. Hayden.

All present vote YES.

Minutes are approved.

5. Director's Report

- The library held a members-only Friends of the Library fundraising event in our new Community Room this month. Patrons will be able to enjoy the new 70in TV that was donated by the Friends group.
- Summer Reading program kickoff is on June 24th during which the director will be introducing the new Youth Services Librarian to the community. The Friends group will be sponsoring the Ice Cream Truck at the event which will be held at the Gazebo.
- Mid-year newsletter has been finalized and sent to the printer. It will be distributed to town residents by the end of the month.
- P. Desai is still interviewing candidates for the Information Services Librarian position. She is going to change the position to a Library Associate title in order to expand the search to include candidates without an MLIS degree (Library Associate) to see if there are more quality candidates with skills that serve our library's specific needs. The ideal candidate would possess a blend of library-related experience and strong technological skills.

- P. Desai shared her feedback on the status of the current search, the resulting candidates, etc. She shared her plan for job posting outreach within her library network to source more compelling candidates.
- Board suggested potentially expanding the platforms (job boards) on which the job is posted.
- Library received a generous \$50K donation from Nancy Richman's estate which will support the library's first floor renovation project's furniture and carpet replacement.
- The Security System has been updated with mobile access for the Library Director and a board member. P. Desai will provide A. Sandoval access to this security program as she is on the emergency call list.

6. Old Business

a) Construction Completion Update

- Construction has been completed. The architects and contractor are scheduling a final walkthrough this month.

b) Condenser/Staff Room Vent Update

- Whalen & Ives is coming on 6/18 to replace the outside condenser and create a vent in the new staff room. The Children's Room will be closed on Tuesday, 6/18 from 9am-12pm, for this construction. Everything should be completed by the early afternoon on 6/18.
- Whalen & Ives will also be examining the indoor condenser that services the book drop room. Based on this assessment, P. Desai will review the recommendations with the Buildings & Grounds Committee.
- P. Desai also obtained a complete building assessment of all the heat and A/C units currently serving the building and their functionality so that the team can plan any updates in the future. This assessment is in writing and filed with building and grounds materials.

7. New Business

a) Appointment of Youth Services Librarian / Vote

- P. Desai presents her recommended candidate for the Youth Services Librarian and asks the board to vote to confirm the appointment of position title and salary for the selected candidate.
- The recommended candidate has a strong educational background, strong library experience, and wonderful recommendations.
- S. Nankani will share the distinction between Director and Board Trustee roles, including Personnel Committee, to the board for clarity.

Motion to confirm the hiring of Esperanza Pacheco, at the proposed salary rate, as the Youth Services Librarian made by H. Shimokawa; Seconded by D. Hayden.

Roll Call Vote: 8 vote YES. Mayor Bernstein abstains.

Motion is approved.

b) Programming Library Associate salary / Vote

- P. Desai proposed a \$3K/yr raise for the Programming Library Associate who will be taking on some permanent additional responsibilities since the departure of the two staff librarians.
- Additional responsibilities include collection development, managing cataloging and communications channels (newsletter and social media accounts).

- Board advised that the Director update the position's role and responsibilities to incorporate the expanded roles in writing.

Motion to approve the salary increase of \$3K/yr for the Library Associate position by H. Shimokawa; seconded by D. Hayden.

Roll Call Vote: All present vote YES
Salary Increase is approved.

- c) Active Shooter training & Building Evaluation by Demarest PD
 - P. Desai asked Mayor Bernstein if he had any update on the availability of this service for the library. Mayor Bernstein will follow up with the Demarest PD Chief.
- d) The board discussed the systems integration challenge for the Library and Borough Hall to reconcile timesheets and salaries for part time employees. L. Ma raised with Mayor Bernstein that there is a pending request to receive a Management Information report for the Borough's payroll system so she can reconcile the library's part-time payroll and Appropriation.

8. Treasurer's Report

- L. Ma received the donation check from the Richman estate. This will cover the outstanding balance of the construction.
- YTD repairs and maintenance are over-budget.
- Saving the 17K on the new Youth Services position will help offset the Info Services role.
- Programming budgets (youth and adult) are currently at 72% spend of the annual budget. This is because summer programming spending is paid for in advance.

Motion to approve the Bill List made by H. Shimokawa; Seconded by S. Nankani.

Roll Call Vote: All present vote YES.
Bill List is approved.

9. President's Report

- The library will be sponsoring the Jazz Concert at 7:30pm on July 10th at the Duck Pond.
- S. Nankani spoke with the library attorney, Michael Cerrone, to review construction questions and board queries about remote meetings. Library Board can meet remotely (assuming all of the requirements of the Open Public Meetings Act have been complied with) only during a state of emergency or public health emergency. While the Governor rescinded the public health emergency issued during COVID, the state of emergency declared in Executive Order 103 is still in effect. The director and the personnel committee have been focused on the personnel and staffing challenges in the last month.
- S. Nankani attended a day program (Tea Ceremony) in the new upstairs space and commented on what a welcome change and experience the new community room provided for programming.
- Whalen & Ives will be changing and maintaining all the AC filters this summer.

10. Meeting open for public comment

Motion to open the meeting to the public made by H. Shimokawa; Seconded by I. Cason.

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 8:44.

11. Adjournment – Next Board Meeting Monday, July 15th at 7:00.