Demarest Free Public Library
Board of Library Trustees Meeting Agenda
February 10th, 2025

1. Call to order at 6:47 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 the requirements of the Open Public Meetings Act for this meeting have been fulfilled.*

2. Roll Call

Present: P. Desai; H. Shimokawa; L. Carson; L. Ma; Mayor Bernstein (departure at 7:15); A. Sandoval; A. Keysar; E. Kass; D. Hayden; Dan Marks (liaison)

Absent:

3. Approval of the Agenda

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

4. Approval of the Minutes of the January 13th, 2025 Reorganization meeting

Motion to approve the January 13th, 2025 Reorganization meeting minutes made by H. Shimokawa; Seconded by E. Kass.
All present vote YES.
Minutes are approved.

5. Approval of the Minutes of the January 13th, 2025 Regular Board meeting

Motion to approve the January 13th, 2025 Regular Board meeting minutes made by H. Shimokawa; Seconded by S. Nankani.
All present vote YES.
Minutes are approved.

6. **Buildings & Grounds Committee Update**

- E. Kass said the committee is exploring furnishing options for the new Community room. Vendor suggested 4 rectangular collapsible tables on casters and approx. 20 chairs. Furniture for that room needs to be both functional and easy-to-move.
- The committee is also exploring the security protocol accommodations recommended by the Demarest PD. E. Kass will be obtaining quotes and will share the summary of the implementation needs once they are accrued.
- Runners for the interior stairs by the Stelfox entrance are also being ordered.

7. **Treasurer's Report**

- The last 2024 appropriation check has been received.
- $6,500 cost for the lighting upgrade will be paid from the Capital Account.

Motion to approve the Bill List made by H. Shimokawa; Seconded by D. Hayden.
All present vote YES.
Bill List is approved.

8. **Personnel Committee Update**
   - The committee met in December to discuss the Director's review. The committee considered feedback from the Board, Friends of the Library, library patrons, etc.
   - D. Hayden shared the Committee's review process with the Board.

9. **Director's Report**

Friends of the Library Update
- The Friends of the Demarest Library hosted their second successful Used Book Donation Drive to support the library. Patron participation increased from the last donation drive. Patrons have been reaching out to the library inquiring about the next one. The Friends Board will be discussing a recurring schedule for this initiative.
- A Tile Fundraiser, in partnership with the Art School, is in development.
- The Friends group is also applying for a programming and community outreach grant.

TAB Update
- TAB UPDATE: Current president, Jennifer Choi, will be stepping down. Gabriela Brillhart, a new parent volunteer, will be managing the Teen Advisory Board (TAB) in 2025.
- D. Marks suggested attending the next Friends Mtg. He mentioned that Haworth holds a town-wide garage sale that supports the library. Suggested that this could be another fundraising opportunity for the Friends Group.

Programming Summary
- During the month of January, the library held 25 youth programs with a total of 512 participants.
- The 2nd annual, Muslim Heritage Month event was a great success, with over 80 attendees. Community feedback has been incredibly appreciative and there will be feature coverage in the upcoming issue of Neighbors magazine.
- February Artist-in-Residence program is featuring the photography of Demarest resident, John Mancuso in the exhibit "Recent Travel Photographs".
- Despite being short-staffed, Programming engagement numbers have been higher than ever. Staff has been incredible in stepping up to support the Director in covering all the programs scheduled.

Building Updates
- A new door counter for the Stelfox entrance was ordered and installed by the staff. The cost was $561.
- Owen Fox, from the DPW, has been supporting the library staff for 2 days/week.

General Updates
- 1099s have been filed and sent to all the vendors
- P. Desai attended the LAMP(Library Administration Management & Personnel Committee) Committee meeting and will be serving as a panelist at the upcoming BCCLS New Directors Training at the end of February.
- P. Desai has been selected to serve as a BCCLS Mentor to the new Library Director at the Old Tappan Library.

10. **President's Report**
   - S. Nankani will be meeting with the director monthly to follow up on goals & objectives.

- S. Nankani suggested that for future Artist-in-Residence installations, an artist statement be added to the display to provide more background (Bio) on our featured artists.
- Suggested to the Board that if Patrons reach out to share feedback about the library, please encourage them to send a letter or email to the Board of Trustees.
- Demarest Board of Trustees need 7 collective hours of BCCLS training. Training is virtual and offered throughout the year. P. Desai will be communicating directly with board members should there be relevant or interesting training seminars.
- BCCLs offers a Voice over Internet Protocol (VoIP) phone service. S. Nankani suggested that P. Desai look into it for the library to save on Verizon expenses.
- The library received guidance from our board attorney RE: preparedness, rights and responses should ICE come to the library premises. Libraries throughout the country are all being trained on protocols for ICE Visits. Our attorney advised that the library keep copies of the staff I-9s in the building and suggested that the Director designate a Proxy for interacting with ICE should the Director ever be out of the building.

11. **Old Business**

a) Update on the 2025 objectives for the Year 5 of the Strategic Plan

- P. Desai presented a summary of the 2024 objectives.
- P. Desai presented the 2025 objectives to meet our Strategic Plan.

12. **New Business**

a) Employee Handbook policy update

- Personnel committee is still evaluating if this language is appropriate.
- Final language will be presented to the Board after the Personnel committee gets more information.

b) 2025 Staff Compensations/vote (Executive Session)

Motion to move to a closed session made by H. Shimokawa; Seconded by D. Hayden.
Board meeting is in closed session.

Motion to approve the proposed Salary Increases by H. Shimokawa; Seconded by D. Hayden.
Roll Call Vote: All present vote YES.
Proposed Salary Increases are approved.

13. **Meeting open for public comment**

Motion to open the meeting to the public made by H. Shimokawa; Seconded by S. Nankani.
The meeting is open to the public. No public was present.

Motion to close the meeting by H. Shimokawa; Seconded by L. Ma.
Meeting is adjourned at 8:16 pm.

14. **Adjournment – Next Board Meeting Monday, March 17th at 7:00pm.**