Demarest Free Public Library
Board of Library Trustees Meeting Agenda
May 19, 2025

1. **Call to order at 7:01pm**
   Ana Sandoval 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; D. Hayden; S. Nankani; E. Kass; D. Marks (liaison); A. Keysar; L. Carson; L. Ma; A. Sandoval

   Absent: H. Shimokawa

3. **Approval of the Agenda**
   Motion to approve the Agenda made by D. Hayden; Seconded by L. Carson.
   All present vote YES.
   Agenda is approved.

4. **Approval of the Minutes of the April 7, 2025 meeting**
   Motion to approve the April 7, 2025 meeting minutes made by L. Carson; Seconded by S. Nankani.

5. Friends of the Demarest Library-Board President Report

Ruthie Nussbaum, President of the Friends of Demarest Library Board, gave an update on recent activities to date:

- Friends have nearly 100% renewal (membership is a revenue stream)
- 34 families have joined the Friends of the Demarest Library in 2025 to date and the goal is to continue increasing the number.
- Friends will support the annual library museum pass for MOMA so that we don't have to share it with Cresskill library. This pass grants Demarest residents free museum access and is very popular.(Circulation statistics for 2024 is 115)
- Friends will support library purchase of new educational toys for the children's section of the library as many parents and caregivers bring children to the library to read, play, and after school..
- Friends will support the Ice-cream truck to kick off the annual summer reading event at the Gazebo. Last year 75 children attended.
- Friends will purchase a mini-fridge for the children's room to hold snacks and other perishables that are provided during programs.

- Tote bag sales will support purchasing additional needed items for the library

6. Treasurer's Report

Motion to approve the Bill list made by L. Ma; Seconded by E. Kass
All present vote YES.
Bill List is approved.

- L. Ma proposed placing $50,000 that has been earmarked for Capital Improvements projects last month into a 3-month treasury note. The funds have been earmarked to address ongoing and other unforeseen needs for building improvements, including but not limited to Furniture for the upper level programming room, roof maintenance and/or replacement, and security enhancements for building and grounds (e.g., blinds, door locks, panic button signal, security cameras).

Motion to approve the purchase of a 3 month treasury note with the 50K from the capital account to Fidelity made by L. Ma; Seconded by L. Carson.
All present vote YES.

7. Director's report

General Updates

- Patrons have expressed a lot of interest in the tile activity and fundraiser
- Friends have been very supportive and their fundraising efforts are coming to fruition and will help fill in the gaps in library budget for programming and materials to meet patron's needs
- Acknowledged Receipt of the latest appropriation check
- Shared the news about the passing of DFPL's previous Library Director, Edna Ortega.
- Stelfox entrance has been closed, intermittently due to construction. This will continue until the construction is completed. D. Marks shared plans are available of what completed construction will look like near the handicap ramp in the DFPL's parking lot.
- Library staff member attended an information session hosted by BCCLS forced on VOIP. DFPL is considering these services. Dan mentioned borough hall just moved to VOIP and offered to share their contact's information with P. Desai.
- Overview of recent donations (Old Tappan director retired and sent a donation; Falco Family sent lunch for the library staff; music teacher donated money to help with a musical program w/children)
- Communications Committee received a draft of the community newsletter for re view and it's slated for a June distribution

8. President's Report

- S. Nankani reiterated that $50,000 from capital account will be moved to Fidelity treasury note..
- DFPL Board of Trustees will be represented by D. Marks and A. Keysar during the annual Memorial Day Parade. They will carry the banner.
- In early June S. Nankani will have a mid-year check-in with P. Desai to discuss the Library's strategic plan.

- Allergy exposure happened in the library. P. Desai and staff are looking to update the library's food policy.
- P. Desai shared that she may need to find a new space for Music with Ms. Nita program. She asked D. Marks if the Train Station may be available. She noted that the library was restricted from using the space due to occupancy restrictions and the lack of heat and air conditioning. D. Marks said he would look into whether the air conditioning and heating systems have been repaired. L. Carson recommended space in the Demarest schools, P. Desai is interested in exploring this option and will fill out the room use form before the next BOE meeting.

9. Old Business

- Jazz concert was delayed due to weather. Discussion ensued regarding the use of crossing guards at this event. In the past the boro has covered the cost of the crossing guards, however going forward the boro wants the DFPL to pay for the crossing guard. Discussion continued that this is not an item that has been budgeted for and Parinda mentioned she would reach out to the Demarest Rec Committee for additional guidance.
- Discussion focused on the need to update the community room and director's office with locks in response to precautions to take in case of an active shooter situation and because Parinda keeps sensitive information in her office.

10. New Business

- Motion to approve the hiring of a new Adult/Programming Library Associate by A. Sandoval; Seconded by E. Kass.
  Roll call vote: All present vote YES.

- The Demarest Library Board reviewed two furniture quotes: one from Creative Library Concepts in the amount of $13,445.40, and another from KI Furniture in the amount of $17,360.35. Both vendors are listed on the NJ State Contract. After discussion, the board approved the quote from Creative Library Concepts.
  Motion to approve the purchase of furniture was made by A. Sandoval; Seconded by L. Cass. Furniture to include:
    - 20 chairs without cushions, 5 chairs with cushions, stackable
    - 5 Tables
    - 1 lectern

  Roll call vote: All present vote YES.
  Furniture to arrive 4-6 weeks after order is processed.

- Blinds quote was reviewed.

Motion to approve the purchase of blinds in the teen room, children's room, circ room and community area, and Parinda's door was made by A. Sandoval; Seconded by D. Hayden.

Roll call vote: All present vote YES.

11. Meeting open for public comment

Motion to open the meeting to the public made by A. Sandoval;

Seconded by D. Hayden.
The meeting is open to the public. No public was present.
Meeting is adjourned at 8:34pm

12. **Adjournment – Next Board Meeting Monday, June 16th at 7:00 pm.**