

Demarest Free Public Library
Board of Library Trustees Meeting Minutes
October 6th, 2025

1. Call to order at 7:03 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; E. Kass; D. Hayden; L. Ma; A. Sandoval
Absent: Dan Marks, Council Liaison; A. Keysar

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 September 15th, 2025 meeting

Motion to approve the September 15th, 2025 meeting minutes made by H. Shimokawa; Seconded by D. Hayden.

All present vote YES.
Minutes are approved.

5. Treasurer's Report

- L. Ma summarized the Balance Statements for the board.
- Balances are aligned to the budget- all pending bills have been paid.
- The Q3 appropriation was due October 1st.

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

6. Director's Report

General Updates

- Friends of the Library Board President will attend the November meeting to present a recap of 2025 fundraising efforts to-date.
- The 2nd annual Tile Fundraiser is tentatively scheduled for Spring 2026.
- Friends group will also be looking into sponsoring the larger tentpole programs for the library in 2026 (examples of potential programs include: the Muslim

Heritage Month Celebration, Murder Mystery, Diwali Festival of Lights program, or popular author visit).

- Collection Management: On September 30, the library was notified that the ReaderLink Distribution Services acquisition of Baker & Taylor fell through..... Customers of Baker & Taylor are encouraged to order their collection from Amazon, Ingram, Barnes& Nobles. P. Desai is looking to source a vendor who can assist with covering & cataloguing the books. Amazon has announced a library purchasing program. P. Desai is exploring if this program will also offer a binding program.
- Staff received a very generous \$100 donation from a patron to express his gratitude to the Head of Circulation and the staff for their willingness to drop off books to patrons' homes.
- P. Desai also shared with the board that she has been appointed to the BCCLS Executive Board. She will serve a 3-year term from January 2026- December 2029 and will also be joining one of the executive board's subcommittees.

Programming & Outreach

- The library sponsored a table at Demarest Day for the 3rd year in a row.
- The Library's Inaugural Murder Mystery event recap was very successful. A. Sandoval shared a recap of the event with the board.
- The Teen Advisory Board's (TAB) Back-To-School Babysitting night was a success, with 21 children in attendance. As their only fundraiser, the funds will support their programming throughout the year.

Building Repairs

- The lights in the Children's Room need to be repaired. The sensors for these lights need to be replaced. P. Desai is also going to look into fixing the lights by the exterior library sign in front of the building.
- Whalen & Ives replaced the OEM motor inducer, restoring heat to the upper level near the Stelfox entrance.
- Outstanding projects for 2025: exterior lighting of the Demarest Library Sign, Interior Security Camera Updates, Exterior Building Cameras and replacing the upstairs freestanding bookshelf.

7. President's Report

- S. Nankani shared some of the extremely positive Patron Feedback with the board from attendees of recent programs as well as Demarest Nature Center on their collaboration with Youth Services Associate.
- P. Desai will give a presentation at the Mayor & Council meeting this month on Monday, October 27th.
- S. Nankani and P. Desai have been working on a proposal for the Strategic Plan development. P. Desai has built a strategic planning committee that includes three board members.

8. Old Business

a) Children's Room toilet/water fountain repair update

- A plumber inspected and repaired the water fountain & toilet in the Children's Room. The repair was \$360.

b) Construction on the Stelfox Entrance

- The handicap accessible pole and the exterior safety lighting still have not been replaced at the Stelfox entrance.
- The entrance is no longer in compliance with ADA.
- E. Kass will be reaching out to the Borough to see if the Borough Engineer can visit the site and when construction will be completed.

9. New Business

a) 2025 Holiday Calendar (VOTE)

Motion to approve the 2026 Holiday Schedule made by H. Shimokawa;
Seconded by S. Nankani.

All present vote YES.
Motion is approved.

b) Verizon Contract update

- The Information Services Associate has negotiated a \$300 reduction on the contract cancellation (was \$650, reduced to \$350).
- Verizon sent a \$650 cancellation bill

c) Strategic Plan

- P. Desai presented the Board with a timeline for the Strategic Plan development.
- Board discussed the plan for community surveys and focus groups.
- Board discussed what items are essential for the upcoming 3-year Building Construction plan.

d) Community Room Use

- S. Nankani shared a patron query about using the library for a community campaign event.
- The Board will be reviewing the Library policy about political events.

10. Meeting open for public comment

Motion to open the meeting to the public made by H. Shimokawa; Seconded by D. Hayden.

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

Motion to close the meeting by H. Shimokawa; Seconded by D. Haydon.

Meeting is adjourned at 8:31pm.

- 11. Adjournment – Next Board Meeting Monday, November 17th at 7:00pm.**