Demarest Free Public Library
Library Board of Trustees Meeting Minutes
April 20th, 2026

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 have been provided in accordance with the Open Public Meetings Act, filed with the Borough Clerk and posted on the Municipal Bulletin Board and the Library's website. All notices of requirements of the Open Public Meetings Act for this meeting have been fulfilled.

2. Roll Call

Present: P. Desai; S. Nankani, H. Shimokawa; D. Hayden; L. Ma; A. Sandoval; E. Kass; A. Keysar; l. Carson
Absent: D. Marks (M&C Liaison)

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 March 16th, 2026 Monthly Board Meeting

Motion to approve the March 16th, 2026 board meeting minutes made by H. Shimokawa; Seconded by A. Sandoval.

All present vote YES.
Minutes are approved.

5. Treasurer's Report

- L. Ma confirmed that the 2026 Appropriation details and the Q1 Appropriation check have been issued.
- L. Ma shared that the Fidelity bond has matured. Given the current interest rate, she advised that this investment be renewed for another 6 months. The board agreed.
- P. Desai will bring forward a Reserve Capital Funds Resolution to the May Board Meeting.

Motion to approve the transfer of $50K from the operating account to the capital account made, second by D. Hayden.

Roll Call Vote:
S. Nankani—Yes
H. Shimokawa—Yes

A. Keysar—Yes
L. Carson—Yes
D. Hayden—Yes
L. Ma—Yes
A. Sandoval—Yes
E. Kass—Yes
Motion is approved.

Motion to renew the Treasury Bill that is set to expire on April 21st for another 6 months with the added investment of $50K made by H. Shimokawa; Seconded by E. Kass.

Roll Call Vote:
S. Nankani—Yes
H. Shimokawa—Yes
A. Keysar—Yes
L. Carson—Yes
D. Hayden—Yes
L. Ma—Yes
A. Sandoval—Yes
E. Kass—Yes
Motion is approved.

Motion to approve the Bill List made by H. Shimokawa; Seconded by L. Ma.

All present vote YES.
Bill List is approved.

6. Director's Report
Programming & Outreach

- March program highlights include Author talk with Paul Semendinger, Immigrations Services Tables event, Adult Acting Class, Vision Boards crafting, Bob Wylde Jazz Concert, Family Crafting: Pot of Gold, and a Parent Discussion group.
- The library's 5th Annual Makers Day was a great success with 102 attendees.
- Director Desai held a Meet & Greet for Demarest community seniors to discuss how the library can be a community-building resource for the town's senior community. It was suggested that text is a preferred method of communication over email for program marketing. Director Desai shared that Constant Contact (phone provider) offers a text notification service. The board discussed several other ways this could benefit the larger patron community, and the staff will be looking into costs and next steps to implement this service.
- Feedback from this community session also raised an interest in Health-related programming. Director Desai reached out to Professor Noble, a Demarest resident, to try to schedule a lecture on Alzheimer's Disease and Dementia.
- A. Sandoval suggested that if there are other health-related issues that this community is interested in, she can help coordinate doctors from the hospital to volunteer their time for a talk.

- Board discussed asking DPD to do a presentation on emergency services available to support the senior community such as the Lift & Assist service.
- Staff will also be hosting a How to Use AI program.

General Updates

- This year marks the 25th anniversary of the library's Knitting Group. The director will be joining them at an event to celebrate this milestone.
- The library has received six 5-star reviews on Google within the last 30 days.
- The Frick Museum has been added to the Museum Pass Program.
- Beginning in 2026, each library board trustee is required to complete 2 hours of trustee training in order for the Library to receive its state aid.

7. Old Business

a) Strategic Planning update

- The Community Listening Sessions report from Creative Capacity was shared with the Strategic Planning Committee. The summary report from the community survey is still pending. Once this report is shared, the committee and staff will review and consolidate feedback.
- The upcoming report will focus on Objectives and Goals.
- The strategic planning committee will be meeting next week to review the report.

b) Meeting Room Policy

- Board reviewed the Meeting Room Policy

8. New Business

a) Resolution to Approve a Courtesy Pay Library Card for Those Not Eligible for BCCLS Borrowing Privileges (VOTE)

- Resolution 2026-7 proposes a Courtesy Pay Library Card for library patrons residing in towns outside of the Bergen County Cooperative Library System (BCCLS). The Courtesy Pay Library Card would be available for an annual fee of $500.

Motion to approve Resolution 2026-7, pending language revision, made by H. Shimokawa; Seconded by E. Kass.

Roll Call Vote:

S. Nankani—Yes
H. Shimokawa—Yes
A. Keysar—Yes
L. Carson—Yes
D. Hayden—Yes
L. Ma—Yes
A. Sandoval—Yes

E. Kass—Yes
Motion is approved.

b) Children's Room Bathroom quote

- The pipes from the Children's Room bathroom are rotted and need to be replaced. This repair is substantial—requires video analysis, removing the flooring, excavation, fixture replacement, etc.
- Director Desai shared the multiple quotes she received with the board and recommended moving forward with Hofmeister Plumbing.
- The quote for $9,000 provided does not include a video analysis and the cost of floor replacement. Director Desai will negotiate with Hofmeister Plumbing and ZTM Construction to see if they can include some of the additional analysis and masonry in the final cost proposal. Director Desai is looking to complete this project before Memorial Day.

9. Board President's Report

- Board President reviewed the Reserve Capital Fund allocation and building improvements that were previously earmarked for 2026, such as Security Camera repair, roof maintenance and/or replacement
- Board President shared some research as to State funds and grants available for the Demarest Library to apply for: Energy Audit, HVAC, Solar Panels, ADA Upgrades, Emergency Generators, Bergen County Preservation Fund, Grounds/Trees Grant, etc. She will be working with the Director to review options that the library will be exploring.
- Board President will share the summary of the Library's insurance coverage as there may be some building repairs that could be covered by our policy.
- Board President reminded the Board that Financial Disclosures are due this month.
- President Nankani co-hosts a Screentime and AI mom's discussion group at the library on Monday, April 27th.

10. 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 S. Nankani.
The meeting was adjourned at 8:46 pm.

11. Adjournment – Next Board Meeting Monday, May 18th at 7:00pm.