Demarest Free Public Library
Library Board of Trustees Meeting Minutes
March 16th, 2026

**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 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 notice of requirements of the Open Public Meetings Act for this meeting have been fulfilled.

**2. Roll Call**

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

**3. Approval of the Agenda**

Motion to approve the Agenda made by H. Shimokawa; Seconded by E. Kass.

All present vote YES.
Agenda is approved.

**4. Approval of the Minutes of the February 9th, 2026 Monthly Board Meeting**

Motion to approve the February 9th, 2026 board meeting minutes made by H. Shimokawa; Seconded by S. Nankani.

All present vote YES.
Minutes are approved.

**5. Treasurer's Report**

- L. Ma presented shared the monthly reporting schedule for the Treasurer's Report in 2026. The board should plan to make a determination on transfers from the Operations to the Capital account by the May Board mtg

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**

**General Updates**

- Director Desai renewed her Notary license.
- The strategic planning survey has been launched and shared through our various marketing channels. The survey will close on March 31st. Our consultant will select four winners, each of whom will receive a $25 gift card to a local business in Demarest.
- To increase survey participation, the Board agreed to send a postcard with a QR code to every household in Demarest. Update: the postcard was mailed to every household in Demarest.

- Director reached out to two community members, one is an architect and the other is an environmental engineer, to request a Building Condition Assessment to inform the budget planning.
- The Children's Room policy requiring children aged 11 and under to be picked up by 5:00 PM, Monday through Friday, unless accompanied by an adult, is now being strictly enforced. This ensures children are supervised and allows for a smooth staff shift change. Parents and caregivers have been notified.
- The fire inspector completed the annual inspection of the building's fire alarms and exit signs. During the inspection, it was determined that multiple exit sign batteries and three exit sign boxes needed to be replaced. Once all updates were completed, the inspector returned, gave a passing grade upon inspection and provided a signed document confirming that the library meets all requirements for this year.

**Programming & Outreach**

- The fourth episode of Library Podcast: *Stack Chats* has been released this month, featuring a deep dive into video games. It is available on Spotify and Apple Podcasts.
- The library is currently showcasing an art exhibition in the Community Room. "Exploring New Horizons: From Traditional Painting to Innovative Digital Hybrid Art" features the work of long-time Demarest resident and teacher Ron Wohlgemuth and will be on display through March and April.

**7. Old Business**

**a) Strategic Planning Focus Group update**

- There were 4 focus groups held at the library on March 8th. The target audiences were families with young children, families with teens, seniors, and non-library users/parents with adult children.
- P. Desai should receive the report from consultant, Allison Trimarco, by the end of March.
- The survey has already received 160 respondents. The board and library staff will be doing another round of community outreach to promote engagement.
- All survey respondents will be entered into a raffle for one of 4 $25 gift cards to community businesses, Xplor Wine, Dunkin Donuts, Demarest Deli and Yasou Mykonos.

**b) Stelfox Entrance update**

- The exterior lights by the ADA door have been repaired. The handicap door and the sprinklers still need to be repaired. This should be completed mid-spring.

**8. New Business**

**a) Library Calendar Review**

- P. Desai presented the Annual Planning Calendar of Library Events, Administrative Deadlines, Staff & Board Activities, etc.
- The calendar captures the library's tentpole activations, communications initiatives, Friends of the Library activities and staffing deadlines, among others.

**b) Children's Room Bathroom update / discussion**

- The downstairs bathroom plumbing issue has returned- the toilet continues to get backed up and blocked. The plumber will be coming to examine the pipes to see if there is a more permanent solution.

**c) 2026 Trustee Training Requirements**

- P. Desai shared that there have been changes to 2026 Trustee Training requirement- All Trustees are required to do 2 hours of Training each year.
- The board shared that there is an upcoming session on changes to the Open Public Meeting Act.

**9. 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 S. Nankani.
The meeting was adjourned at 8:00 pm.

**10. Adjournment – Next Board Meeting Monday, April 20th at 7:00pm.**