Demarest Free Public Library
Library Board of Trustees Meeting Minutes
June 15th, 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 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; E. Kass; L. Carson; A. Keysar
Absent: L. Ma; A. Sandoval; D. Marks (M&C Liaison)

3. Motion to Amend the Agenda,

Motion to add a new date proposal for the September Regular Board Meeting to New Business, made by S. Nankani; Seconded by H. Shimokawa.

All present vote YES.
Amended Agenda is approved.

4. Approval of the Agenda

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

All present vote YES.
Agenda is approved.

4. Approval of the Minutes of the May 18th, 2026 Monthly Board Meeting

Motion to approve the May 18th, 2026 board meeting minutes made by H. Shimokawa; Seconded by D. Hayden.

Minutes are approved.

5. Treasurer's Report

- L. Ma was not present,
- but the report was shared with the board in advance of the meeting.

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

All present vote YES.
Bill List is approved.

6. Buildings & Grounds update

- D. Hayden received 2 proposals for beautification of the grounds (from Birch Landscaping and Wood Landscaping) which she reviewed with the board. The Buildings & Grounds committee will meet to review revised proposals and present a final recommendation to the next board meeting.
- D. Hayden recommended that the board revise the estimated budget for this project to $5,000.

7. Director's Report

Programming & Outreach

- June Programming Highlights: crochet workshops, an AI lecture, chair yoga, rock painting, Coffee with the Director, technology basics, open Mahjong play, and a college admissions Zoom session.
- For the month of June, the Seniors Meet and Greet with the Director will be held on June 23 at 9:00 a.m. The program will include a presentation by the Demarest Police Department on identifying scams and theft, aimed at helping seniors recognize and prevent fraud.
- The mid-year newsletter has been completed and currently in production. It will be delivered by mid-June.

General Updates

- Director Desai is working with the town's grant writer to apply for the T-Mobile Hometown Grants program to support the purchase of study pods for the library. The grant writer will be submitting the application on behalf of the Demarest Library.
- The library audit was completed and a report was shared with the board.
- The Friends of the Demarest Library generously donated funds for a MacBook Neo for the Children's Department, an ice cream truck for the Summer Reading kickoff, puzzles, Tonies, a laminator for the Children's Department, and Mahjong sets for the Adult Department. The check has been deposited into the library's operating account.

8. Old Business

a) Strategic Planning update

- P. Desai had a staff meeting on June 9th during which she and the staff reviewed the strategic goals and objectives. This was then reviewed with the Strategic Planning Committee on June 11th.
- A final proposal will be presented to the board during the July meeting.

b) Plumbing update

- The children's bathroom plumbing repair has been completed.

9. New Business

a) Resolution Ratifying Temporary Interfund Transfers NO: 2026-10 (VOTE)

- Resolution 2026-10 both ratifies the emergency transfer of funds between the capital and operating accounts to restore balances and confirms that administrative account transfers for approved capital expenditures may be made by the Board Treasurer.

Motion to approve Resolution 2026-10 made by H. Shimokawa; Seconded by L. Carson

Roll Call Vote:

S. Nankani—Yes
H. Shimokawa—Yes
L. Carson—Yes
D. Hayden—Yes
A. Keysar—Yes
E. Kass—Yes
A. Sandoval—Absent
D. Marks—Absent
L. Ma—Absent

Resolution 2026-10 is approved.

b) Resolution Ratifying & Authorizing Fidelity Investments as a Designated Investment Custodian for Library Funds and Adopting a CMP, NO: 2026-11 (VOTE)

- Resolution 2026-11 confirms a Cash Management Plan (CMP) and designates Fidelity as the Investment Custodian for Library Funds.

Motion to approve Resolution 2026-11 made by H. Shimokawa; Seconded by D. Hayden.

Roll Call Vote:

S. Nankani—Yes
H. Shimokawa—Yes
L. Carson—Yes
D. Hayden—Yes
A. Keysar—Yes
E. Kass—Yes
A. Sandoval—Absent
D. Marks—Absent
L. Ma—Absent

Resolution 2026-11 is approved.

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c) Approval of the quote to install a Tankless Water Heater (Vote)

- P. Desai presented 2 quotes for the purchase and installation of the tankless water heater. (JBC HVAC for $4,400 and Yuhan Heating & Cooling for $7,900)
- After the review, the board voted to approve the JBC HVAC proposal.

Motion to approve the JBC HVAC proposal for installation and maintenance of a tankless water heater made by H. Shimokawa; Seconded by E. Kass.

All present vote YES.
Motion is approved.

d) ProCopy copier/printer

- P. Desai was informed that Procopy had neglected to submit the last 6 months of monthly invoices to the library for the Envisionware software for the copier. This was an oversight by the vendor's Accounts Receivable department. The balance owed is $3,480 and will be paid in two installments so the account can be made current.

e) September Board Meeting

- The meeting is currently scheduled for the 2nd Monday (9/14)
- In observance of the holidays, the new proposed meeting is Tuesday, September 22nd.

Motion to approve the new September date for the Board Meeting made by H. Shimokawa; Seconded by D. Hayden.

All present vote YES.
Motion is approved

10. Board President's Report

- S. Nankani thanked the board for their efforts to fulfill their Trustee Training hours.
- S. Nankani also highlighted the efforts and collaboration of the staff on the newsletter design and the development of the strategic plan goals & objectives.
- She also shared some recent feedback from *several* non-Demarest residents who commented on how much they love the Demarest library.
- President Nankani reminded the board that the library has planned a 250th Anniversary concert at the library on June 27th.

11. 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 E. Kass.
The meeting was adjourned at 8:02 pm.

12. Adjournment – Next Board Meeting Monday, July 20th at 7:00pm.