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

This is a regular meeting of the Demarest Library Board of Trustees. The date, time and location of this meeting has been provided in accordance with the Open Public Meeting 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.

1. **Call to order at 7:05PM**
   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 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; L. Ma, L. Carson; D. Hayden; A. Keysar; E. Kass; A. Sandoval
   Absent: H. Shimokawa; D. Marks (M&C Liaison)

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

4. **Approval of Minutes of the June 15, 2026 regular meeting**
   - Correction needed in the June 15, 2026 minutes: strategic planning meeting was on June 11th.

   Motion to approve the June 15, 2026 board meeting minutes with correction made by D. Hayden; Seconded by E. Kass.
   All present vote YES.
   June Board Meeting Minutes are approved.

5. **Treasurer's Report**
   - Lynn Ma, summarized quarter end, appropriation and monthly balances.

- Library was notified of new billing processes from the municipality. The library will have to cover the costs of dental coverage for staff. The borough will no longer make these payments on behalf of library staff. This was previously covered by the borough. Library made the payment in total of $1353, combine, for 2 quarters. Library budget will adjust accordingly and should not have a detrimental effect on the budget since the library has hired fewer part-time staff.
- Appropriation for the 2nd Quarter was received.

Motion to approve the Bill list was made by P. Desani; Seconded by L. Ma.

All present vote YES. Bill List is approved.

6. **Buildings & Grounds update**
   - D. Hayden shared an estimate from Wood Landscapers. They are expected to begin work week of July 27, 2026. Shrubbery will be moved, new plantings and some pruning of the established trees. Plans are to improve upon current plantings, need to add one sprinkler head, beautify grounds.
   - Fence is broken and will be removed. P. Desai will ask George DiCarlo, the handyman, to address this.
   - Parts of library were power washed recently.

7. Director's Report

   General Updates
   - P. Desai shared an overview of a patron who has an outstanding fine on their account on 50 overdue books, mostly children's books. The patron has been blocked from using their physical and electronic library card, will not be able to take out eBooks or physical books. P. Desai and staff have tried communicating with patron via letter, text, and emails. Replacement cost is $250. A certified letter will be sent to the Patron with a request to pay the replacement fee or return the books.
   - P. Desai is looking into a grant for the tankless heater. She learned she must bid for a public entity and is awaiting additional details from surveyor.
   - 60 kids attended the summer kickoff event. 140 children registered for the summer reading challenge.
   - End of the summer reading event will be at CRS.
   - Friends of the library gave DFPL $1500 for museum pass (NY Historical Society).

8. **Old Business**

a) Stelfox entrance update on repairs:
   $170 bill for sprinkler repair, contractor sent a check to cover the expense.
b) Sprinkler system update
   Many have been fixed; one sprinkler head still needs repair.

9. New Business

a. Strategic plan goals and objectives (vote)
   Strategic planning objectives, P. Desai met with committee and decided to revise goals and objectives. Updated version was shared with Board. New focus will be outreach to the community. Board of Trustees will vote on updated strategic plan during September meeting.
   All present vote YES.
b. Resolution 2026-12: Adopting an Electronic Disbursement Policy Pursuant (vote)

RESOLUTION NO. 2026-12

The Board approved Resolution No. 2026-12, which establishes an Electronic Disbursements Policy under N.J.S.A. 40A:5-16.5 and N.J.A.C. 5:30-9A. The policy allows the Library to pay bills by ACH or wire transfer instead of paper checks, with the internal controls and cybersecurity safeguards that State law requires. It also requires that all electronic payments be reviewed by the Board each month and included in the annual audit.

Motion to approve resolution 2026-12 made by D. Hayden; Seconded by K. Kass

Roll Call Vote: S. Nankani—Yes
L. Ma—Yes
L. Carson—Yes
D. Hayden—Yes
A. Keysar—Yes
E. Kass—Yes
A. Sandoval—Yes

All present vote YES.
Resolution 2026-12 is approved.

c. Landscaping update – covered during director's notes.
d. Library appropriation update – L. Ma shared during discuss of bill list

10. Board President's Report

- Flag in front of DFPL is in bad shape. S. Nankani asked Julie at borough to replace flag and repair flagpole.
- The wall graphic at the entrance will be replaced with the DFPL logo. Staff member secured a version of the logo.
- Staff member submitted a request for professional development focused on design.
- There is an addendum to our insurance policy about how to survey the need for roof repairs. A request was left with the borough for a copy of the policy and addendum; awaiting guidance on roof repair process from the borough.
- Looking into new museum passes for NJ-based museums.
- S. Nankani expressed appreciation for the guidance from Frank DeCarlo on landscaping
- Patrons are excited about the Tai Chi offering in the new space at DMS. Library received great feedback from community.
- Former employee shared compliments on all the improvements at DFPL.

11. Meeting Open to Public Comment

    Motion to open the meeting to the public made by S. Nankani.
    The meeting was open to the public. No public was present.

    Motion to close the meeting by A. Sandoval; Seconded by D. Hayden.
    The meeting was adjourned at 8:28PM.

12. Adjournment – Next Board Meeting Tuesday, September 22 at 7:00 pm.