

John C. Hart Memorial Library

1130 Main Street
Shrub Oak, New York 10588

Board of Trustees Meeting
Wednesday March 16, 2022

PRESENT: Cathey Richey (President), Jean Zappia (Secretary), Laura Tropp (Member-at-Large), Yvonne Cech (Library Director)

Public meeting commenced at 6:32 pm

PUBLIC COMMENT PERIOD:

The Board took the opportunity to congratulate and thank Maria Stolfi and Shirley McCord on their upcoming retirements.

REGULAR BUSINESS:

Approval of Minutes: Approved

Treasurer's Report: Reviewed and approved.

Invoices Approved: 2/25, 2/28, 3/11

Circulation Report: In comparison to baseline February 2022 circulation has climbed to 75% of pre-pandemic levels, continuing an improving trend.

Budget Report: Energy deviations noted YTD, with natural gas in particular up 30% over budget amounts.

Directors Report Highlights

- A draft ARPA grant for the entire town is in preparation, which will have ~\$150,000 earmarked for as many as 5 individual study rooms to be added.
- Library building plans are being converted to digital format with the help of the Town Engineer. This will assist in an assessment of how to maximize space within the existing footprint.
- A presentation on Library services for seniors will be delivered to the Senior Advisory Committee on March 18.
- The Friends are organizing an online giving campaign to celebrate National Library Giving Day on April 6. Their goal is to raise \$1000.

NEW BUSINESS:

SAM Grant: An application has been submitted for this \$50,000 grant, which would be a matching grant to the NYS construction grant already in hand.

Investment Committee Update: The Library Director and Board President met with Frank Levin of TD Bank to explore options for the investment of our funds. The Board agreed we will form an Investment Committee, with Cathey Richey, Laura Tropp, Kathy Law-Imperato, Jean Zappia and Yvonne Cech as members. Meetings will commence in May.

Review of Annual State Library Report: The report was reviewed and accepted by the Board.

National Library Workers Day: The Board approved a luncheon up to \$400 to celebrate National Library Workers Day to be held on site on April 5.

Library Materials Complaint Policy: This policy will be added to current rhythm of policy reviews in light of recent challenges.

OLD BUSINESS:

2021 Tax Preparation: Paperwork is assembled and is ready to go to our accountant.

DEI Action Item Review: The Library's DEI Statement, definitions, and foundational elements of our action plan will be added to the website. The policy and scorecard will be reviewed twice per year by the Board.

Code of Conduct Policy Review: The Library Code of Conduct for Patrons has been re-written and has been approved by the Board.

Patron Herman Ivanow Bequest: The chess table and chairs have been received. We will place this on porch in the spring/summer, and then moved indoors for colder weather. A plaque honoring Mr. Ivanow will be added to the table and his estate notified.

UPCOMING MEETINGS:

April 20, 2022	Board Meeting: 6:30 pm at John C Hart Memorial Library
May 18, 2022	Investment Committee: 5:45 pm at John C Hart Memorial Library
	Board Meeting: 6:30 pm at John C Hart Memorial Library
June 15, 2022	Investment Committee: 5:45 pm at John C Hart Memorial Library
	Board Meeting: 6:30 pm at John C Hart Memorial Library

In the event of inclement weather or Yorktown Supervisor directive on COVID closures, meetings will be held via Zoom.

Public meeting concluded at 7:29 pm.

A motion was made to move into Executive Session to discuss upcoming staffing changes. Library Director Yvonne Cech was invited to stay.

Executive Session concluded at 8:20 pm.