

John C. Hart Memorial Library

1130 Main Street
Shrub Oak, New York 10588

Board of Trustees Meeting Wednesday May 18, 2022 (via Zoom)

PRESENT: Cathey Richey (President), Kathy Law-Imperato (Vice President), Jean Zappia (Secretary), Sunitha Howard (Treasurer), Yvonne Cech (Library Director)

Public meeting commenced at 7:08 pm

PUBLIC COMMENT PERIOD:

No members of the public joined the Zoom meeting.

REGULAR BUSINESS:

Approval of Minutes: Approved, and thank you to Laura Tropp who stepped in for the absent Secretary at the April meeting.

Treasurer's Report: Reviewed and approved.

Invoices Approved: 4/29, 5/4, 5/9, 5/11, 5/12

Circulation Report: Circulation dropped by ~10% in comparison to last month, and at this point is tracking roughly even with 2020. Foot traffic is approximately 60% of 2019.

Budget Report: Energy deviations continue, with gasoline expenses trending above budget. A motion was made and approved to transfer \$200 from the postage line to the fuel line on the budget to cover the shortfall.

Directors Report Highlights

- COVID cases among staff are up and are the reason behind holding this meeting virtually. Four staff members have tested positive and a fifth is awaiting test results. All are isolating in accordance with CDC guidelines.
- NYS has approved the final paperwork for the 2018 lighting grant and the 2019 window grant. With this the last 10% of funds will be released to the Library.
- Library blueprints have all been scanned and converted to CAD files. The 3rd party design team, 4D Designs, has begun their work to re-imagine the floor plan and space utility for the future. Estimated completion of this first phase, with cost estimates, is late July.

NEW BUSINESS:

New NYS Law on Trustee Education: The Board was informed that effective January 1, 2023 all Trustees will be required to have 2 hours/year educational training relevant to our responsibilities.

Promotional Video: A 5-minute video has been produced to introduce Yorktown's newest residents to all the Library has to offer. It will debut at the Town Hall welcome event for new residents scheduled for May 19.

Fund Raising on Library Grounds: A local Girl Scout seeking her Silver Award has enquired as to whether she can sell candy at the Library as a fundraiser for her project. While the Library has in the past been the recipient of Girl/Boy Scouts awards projects there is no precedent to allow fundraising on the

property. We will regretfully decline, citing liability concerns and the establishment of a precedent with no controlling policy in place.

Obsolete Book Re-sale/Recycle: The Library disposes of large numbers of obsolete books each year. In an effort to reduce our burden on landfills and perhaps create a small income stream we are in contact with 2 3rd parties who would be willing to buy or recycle these discarded books. Mechanisms to be paid are under evaluation, including paper checks to be deposited to the Board checking account, or perhaps a Paypal account managed by the Board.

OLD BUSINESS:

2021 Tax Preparation: This is complete and a check will be issued to the accountant.

Investment Committee Update: Moved to next month.

Alice Marem Estate Bequest Recognition: The Board agreed that the establishment of a butterfly garden in acknowledgement of the generous bequest from the estate of Alice Marem will be developed concurrently with a proposal to replace the aging signage at the front of the property. Library staff is currently researching our best options, including grants that may cover some or all of the expense.

Dedication of the Pat Hallinan Plaque: Tentatively set for October, we will take our guidance from Pat as to the scope of the dedication.

Friends of the Library Update: The Friends of the Library approved our budget proposal for fiscal 2022-2023 of \$21,625, approximately 7.5% above the last pre-pandemic full year budget (2019).

New Trustee Search: Kathy Law-Imperato's term will expire in August. The search for a new Trustee is listed on the Town and Library websites, and on Facebook. The Board agreed we should feature the search in the Library Corner of the local newspaper and establish a deadline of June 30 for applications.

UPCOMING MEETINGS:

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

July 20, 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, rising staff COVID case counts or Yorktown Supervisor directive on COVID closures, meetings will be held via Zoom.

Public meeting concluded at 8:28 pm.

A motion was made to move into Executive Session to discuss filling the 2 open Library Clerk positions. Library Director Yvonne Cech was invited to stay.

Executive Session concluded at 8:43 pm.