

John C. Hart Memorial Library

1130 Main Street
Shrub Oak, New York 10588

Board of Trustees Meeting

Wednesday June 15, 2022

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

Public meeting commenced at 6:42 pm

PUBLIC COMMENT PERIOD:

None.

REGULAR BUSINESS:

Approval of Minutes: Approved minutes of May meeting.

Treasurer's Report: Reviewed and approved. Note that the bank has informed us that signature cards need updating.

Invoices Approved: 5/16, 6/1, 6/8, 6/13, 6/14

Circulation Report: Circulation continues at about 60% of pre-pandemic levels. Benchmarking with other like sized libraries indicates this is better than average, with those libraries reporting 25%-40% of 2019 levels.

Budget Report: Retirement costs for 2 employees are now reflected in the spending YTD. Per normal accounting practices in Town, these were not budgeted. Approximately \$37,000 was moved from the fund balance to cover these costs.

Directors Report Highlights

- The Library Board and staff celebrates the recognition of Christine Julian as Yorktown's 1st Employee of the Month. Well deserved!
- The final check for the 2018 lighting grant has been received from NYS. This grant is now completed and closed.
- Heavy rainfall led to a repeat of a serious roof leak in the circulation office. No books were damaged. The roofer was contacted and will make temporary repairs once again. A contractor will provide an estimate for a more permanent solution.
- The Town has received approval from the State Dept to become a Passport Acceptance Facility. Final checklist items are being completed with a plan to roll this out to the public by September 2022.
- The Town has determined that all departments will now be responsible for maintaining their own grounds. The Dept of Parks and Recreation will continue to mow our grass until we secure the equipment to do so ourselves.

NEW BUSINESS:

Operating Budget 2023: A preliminary plan will be reviewed at the July meeting.

Capital Budget 5 Year Plan: Per Town directive, this will be undertaken during the upcoming 2023 Budget cycle.

Photo Release Guideline: This was reviewed and approved by the Board.

Semi-Annual Review of DEI Efforts: A spreadsheet documenting staff training, feature displays, patron events, meetings with community organizations and more was presented and reviewed.

OLD BUSINESS:

2021 Tax Preparation: Complete. Check has been issued.

Investment Committee Update: The first meeting of the Investment Committee was held this evening. Action items include investigation into the Library's 501c-3 status, a review of a draft investment plan document, and the need to identify potential financial partners for discussion with the Board.

Alice Marem Estate Bequest Recognition: Progressing as indicated last month.

Friends of the Library Update: The annual membership drive is underway.

New Trustee Search: No applications received as yet. Board members are encouraged to reach out to their personal networks. We will move the deadline for submissions to July 15.

UPCOMING MEETINGS:

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 8:10 pm.

A motion was made to move into Executive Session to discuss recent and upcoming new hires. Library Director Yvonne Cech was invited to stay.

Executive Session concluded at 8:20 pm.