

Minutes are **DRAFT** until  
approved at the next  
Board Meeting

# John C. Hart Memorial Library

1130 Main Street  
Shrub Oak, New York 10588

## Board of Trustees Meeting Wednesday September 14, 2022

**PRESENT:** Cathey Richey (President), Sunitha Howard (Treasurer), Jean Zappia (Secretary), Laura Tropp, (Member at Large), Barry Erenberg (Member at Large), Yvonne Cech (Library Director)

Public meeting commenced at 6:32 pm

### **PUBLIC COMMENT PERIOD:**

None.

### **REGULAR BUSINESS:**

Approval of Minutes: August minutes were approved.

Treasurer's Report: Reviewed.

Invoices Approved: 8/19, 8/24, 8/26, 8/29, 8/31, 9/1, 9/6, 9/8

Circulation Report: Circulation in August was the highest in Westchester County. Patron visits continue to climb vs 2021.

Budget Report: On track.

Welcome New Trustee: Barry Erenberg has joined the Board as a Member at Large, replacing Kathy-Law Imperato.

### Director's Report

- An email to George Latimer was sent on 9/1 as a follow up to the challenges with IT support raised last month. The email came from the WLS Civil Service Committee which has been formed to address the issue.
- The roof leak continues to be an issue, most notably after the heavy rains of 9/5- 9/6. We need to move forward on a permanent repair, potentially costing as much as \$25,000. Our new trustee Barry Erenberg will get involved to see if he can assist.
- A soft rollout of the Passport Acceptance facility began on 9/13. 11 staff members have been trained.
- We had our first child complete the 1000 Books Before Kindergarten in August!

### **OLD BUSINESS:**

Investment Committee Update: We continue to work with the bank to purchase laddered T Bills and I Bonds for the Board fund. The process is moving slowly, and Jean Zappia will investigate whether we can purchase these directly.

Alice Marem Estate Bequest Recognition: Progressing as indicated in July. Potential uses include front lawn signage, which needs to be replaced.

Friends of the Library Update: The Friends approved a \$750 increase in funds for the Haunted House event being planned for 10/28-10/30.

***NEW BUSINESS:***

Election of Officers: The Board agreed to hold elections in January 2023, so until then the Vice President position, vacated by Kathy Law-Imperato, will remain open.

Proposed Trustee Meeting Dates for 2023: As follows: 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, 12/20. Members will check for conflicts and be prepared to set these dates at the next meeting.

2023 Operating and Capital Budgets: These budgets were presented to the Town Supervisor and Comptroller. The Town Board Budget Meeting is scheduled for 11/3 and 11/4.

Policy Reviews: The following policies were reviewed by the Board:

Library Card Policy – updated and approved.

Library Safety Protocol – newly adopted and approved.

Request for Reconsideration of Resources – renamed and approved with changes discussed.

***UPCOMING MEETINGS:***

October 19, 2022	6:30 pm at John C Hart Memorial Library
November 16, 2022	6:30 pm at John C Hart Memorial Library
December 14, 2022	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 8:24 pm.