

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 October 19, 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)

The public meeting commenced at 6:32 pm.

PUBLIC COMMENT PERIOD:

None.

REGULAR BUSINESS:

Approval of Minutes: September minutes were approved.

Treasurer's Report: Reviewed. Note that the Treasurer's report covers the period prior to the transfer of funds from PCSB to TD Bank for the purchase of T-Bills.

Invoices Approved: 9/14, 9/15, 9/19, 9/23, 9/26, 9/30, 10/4, 10/5, 10/6, 10/14

Circulation Report: YTD Total Circulation at 262,000+, 50% over 2020 and 60% over 2021 comparable periods.

Budget Report: On track. Watching the salary line carefully as it is somewhat inflated by a number of employees out on FMLA.

Director's Report

- We await a final quote from Garland for the roof repair.
- Landscaping the Library property remains an ongoing issue as we have no equipment and no personal to manage the grass cutting for our 3-acre parcel. A new pine tree was planted on the property this month, near the 9/11 Monument.
- The 2021 grant for the wiring and elevator upgrades has finally been approved!
- We have hired a consultant to help manage our migration from the WLS hosted website to a new host. Timing for the move is November as it must be completed by year end.
- We also need to transition our email addresses from WLS during 2023. We have secured the domain name yorktownlibrary.org and await the transition protocol from WLS.
- The Passport Acceptance facility began on 9/13. We processed our first application on 10/12.

OLD BUSINESS:

Investment Committee Update: We met with PCSB to arrange for the transfer of funds to TD Bank for the purchase of T-Bills. All seems to be on track now. We also sorted out the issues with signature cards and have executed new cards at this meeting. An I Bond purchase is being investigated via the Treasury Direct website.

Alice Marem Estate Bequest Recognition: No change since last month.

Friends of the Library Update: The Friends annual sale took place this past weekend, with a preliminary figure of \$2800 being reported as being raised. This is lower than in past years.

Election of Officers: Postponed to January meeting.

Trustee Meeting Dates 2023: The proposed meeting schedule was approved by the Board. All meetings to be held at 6:30 pm at the John C Hart Library unless weather or public health considerations dictate otherwise. Meeting schedule is as follows: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16 (budget review only), September 20, October 18, November 15, December 20.

NEW BUSINESS:

2023 Operating Budget: Individual department meetings will be held with Town officials on 11/3 and 11/4. Public meetings will be held in December.

2023 Capital Budgets: No update.

Policy Reviews: Room Use Policy and Collection Development Policy reviews were postponed until next month.

WLS Summer Reading Grant: We received a grant from WLS for \$276 which must be applied to the Summer Reading Program.

Annual Service Level Agreement with WLS: The 2023 cost for this SLA is \$80,000. It has been included in our budget submission.

EV Charging Stations: A \$60,000 grant secured by Senator Harckhum's office will have ~4 charging stations installed in the west side parking lot. The final number of stations is pending the cost to install.

AARPA Grant: This grant has now been released for Town Projects. Our individual study room project is on the approved list.

Draft Library Expansion Presentation: Director Cech shared a draft presentation she has been developing on the future of our Library. Her discussion covers adapting the Library to the evolving needs of the community, with a recognition that we are outgrowing our physical footprint. Allison Egan joined to share her experiences in fund-raising from prior employment, as we may need to consider a capital campaign for expansion in the future.

UPCOMING MEETINGS:

November 16, 2022	6:30 pm at John C Hart Memorial Library
December 14, 2022	6:30 pm at John C Hart Memorial Library
January 18, 2023	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.

The public meeting concluded at 8:39 pm.