

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, February 15, 2023

PRESENT: Cathey Richey (President) Jean Zappia (served during this meeting as Vice-President), Laura Tropp, (Member at Large, served during this meeting as Secretary), Yvonne Cech (Library Director)

Excused: Sunitha Howard (Treasurer), Barry Erenberg (Member at Large),

The public meeting commenced at 6:40 pm.

PUBLIC COMMENT PERIOD:

No public comment

REGULAR BUSINESS:

Approval of Minutes:

The minutes were approved.

Treasurer's Report:

Reviewed. The Treasurer's report was approved.

Approval of Invoices:

The following invoices were approved

1/23/23, 1/24/23, 1/25/23, 1/26/23, 1/30/23, 2/2/23, 2/3/23, 2/6/23, and 2/8/23

Circulation Report

The circulation statistics in all categories are rising. We are at 60%-75% of pre-pandemic numbers. This month there was close to 27,000 items in circulation. Foot traffic in January of 2023, compared with previous few years, is increasing. The number of new patrons added is 171 in one month, a direct result of the children's programming. One area of particular growth has been seen in the increase of schools visiting with cards for the entire class.

Budget Report

Last month we switched to a different format to allow encumbrances to show up on the current report. There has not been a lot of movement in the budget yet for this year. Next month will be a better indicator.

Director's Report

The Board noted the addition of the advocacy section. The Director is currently signed up for advocacy day with State reps. The Board also noted the addition of the 3-D printer, gifted to the library by the Guiding Eyes for the Blind. The growth of the teen program is also very exciting. The Director also highlighted for the Board the success of the local author fair, with 75 people in attendance. The Director also highlighted that we are at the maximum number of passport applications we can accept per week based on our current staffing. The roof is currently still an issue, and we are still negotiating with the roofing warranty company regarding our need for our repairs. Eventually, they committed to some limited repairs. The Director highlighted the progress on the study rooms and shared drawings of the rooms.

Friends of the Library Update

A report was given by Friends of the Library about their upcoming campaign, including a giving page on the website, including the ability to donate by credit card. There is a weekly communication plan, embracing email and social media. The Board thanked the Friends group for this work.

Investment Committee update

The Board received a short update on investments and the Board will need to make some upcoming decisions on some current investments set to expire.

Old Business

Alice Marem Estate Bequest Recognition (to be included within the renovation planning)

No updates to report

Update on 2022 Budget

No final numbers but we are expecting them soon.

Update on 2023 Operating Budget

No update yet.

Update on 2023 Capital Budget

After the revision of the Sam grant, if approved, it may take some items off the capital budget.

Update on New Strategic Plan 2024

The Director has an initial meeting with some library directors who will share their information with her. The next step will be developing a survey.

Annual report for the public- completed

This report is completed and was shared with the Board. The Board considered places where they could drop some off to share them with the community.

New Business

Fundraising Discussion

Presentation by Evan Kingsley/Plan A Advisors

Evan Kingsley spoke, via Zoom, about what his company can offer to the library in terms of fundraising services. Capital campaigns are exciting opportunities to engage community in realizing vision, in this case, a transformed library that responds to the needs of the community today and positions for the needs of the community tomorrow. Capital campaigns can also be exciting opportunities for the community to be involved but most successful capital campaigns are often driven by a small number of strategic gifts. They have three parts. The first part is preceding the beginning of the capital campaign is the feasibility study. This would convince a donor of why an investment in the library at this time is urgent and important. This would include confidential one-on-one individual interviews with people of the ability to contribute towards a fundraising campaign. Once that study is completed (about 6 months) the steering company will report back to the Board with counsel. The campaign itself takes at least two years and could take as long as 4-5. It is driven by a campaign committee composed by individuals who are, themselves, making significant gifts the library and are willing to participate in the solicitation process. Everyone who contributes to the campaign will be people we know or are already associated with the library, guided by the firm. Smaller firms, like Plan A, work remotely, rather than sit in-house at the library. The cost of the campaign is somewhere between 10-15% of the amount of money the library wishes to raise. A strong campaign requires good leadership. Plan A is a management consulting firm exclusively for non-profit firms. We principally engage in projects that include strategic and business plans, including working regularly with libraries. They are small and only work on 12-15 projects at a time, careful to select ones that are a nice fit. A question came up about how this group would help build a donor list. Evan Kingsley shared that we would start with a small steering company, bringing in realtors with valuable information and researching people of means, and include those engaged in civic life in the community. He also pointed out the importance of being open to shifting plans based on the feedback from the feasibility study.

Election of Officers

The Board voted to postpone elections until the full board is present. A question came up as to the optimum number of members of the Board, perhaps considering the need for an additional board member at some point in the future, which may require amendment of the Charter.

Approve patron ban proposal

After discussion with the town attorney, the ability for the patron to have due process needed to be added as a formal process. The Board studied a protocol of how to engage in due process. Procedures to ban patron for non-criminal actions for patrons in violation of

our code of conduct policy was shared with the Board. The Board voted to approve with some minor changes discussed and incorporated tonight. The Board also voted to make amendments to the patron code of conduct policy on items one and three in “inappropriate behavior.”

AAA Defensive Driving Course

Questions were raised whether this course, targeted towards senior citizens, could be run through the Friends group so we can avoid patrons being charged for this program. Another option is a different program that would charge a presenter fee for a group of fifteen people. There is a desire in the community for this program, but it conflicts with our prohibition against allowing groups to make money from their programming. We will ask the Friends group to gauge their interest as it is too expensive for our current town budget.

Building Renovation Master Plan

We received a proposal for renovating the library to have the preliminary material that would be necessary for the feasibility study. The Board will return to this proposal at a future meeting.

Building Closure

The Board voted to close the Building for April 9th, Easter Sunday.

Reminders

Board members will need to engage in continuing and professional education in the upcoming calendar year.

The public meeting concluded at 8:28pm