

## John C. Hart Memorial Library

1130 Main Street  
Shrub Oak, New York 10588

Board of Trustees Meeting  
Wednesday January 18<sup>th</sup>, 2023

**PRESENT:** Sunitha Howard (Treasurer), Jean Zappia (Secretary, served during this meeting as Acting Vice-President), Laura Tropp, (Member at Large, served during this meeting as Secretary), Barry Erenberg (Member at Large), Yvonne Cech (Library Director)

Excused: Cathey Richey (President),

The public meeting commenced at 6:32 pm.

### **PUBLIC COMMENT PERIOD:**

Tom Diana, Town Supervisor, visited and expressed that he is proud to serve Yorktown. He congratulated the library on their work. He also expressed appreciation for the annual tree lighting. Tom Diana will be the new library liaison to the Board.

### **REGULAR BUSINESS:**

#### **Approval of Minutes:**

The minutes were approved.

#### **Treasurer's Report:**

Reviewed. The Treasurer's report reflects about \$272,000 on reserve, a mix of various accounts. In the future, we may want to talk about increasing money into the Treasury Direct. We will have the investment committee meet to discuss this prior to the next meeting. We do want to keep some money available for emergencies.

#### **Approval of Invoices:**

11/16/22, 11/22/22, 11/28/22, 11/29/22, 11/30/22, 12/2/22, 12/5/22, 12/8/22,  
12/16/22, 12/21/22, 12/23/22, 12/28/22, 1/3/23, 1/6/23, 1/9/23, 1/10/23

#### **Circulation Report**

In November we were up 12% over the prior figure. The Board looked over the year-end figures. While they are still preliminary, 343,361 items were circulated out of the library from 2022. As of today, it just went to over 401,000 for 2022. Our circulation is 40% over 2021, including the periods we were closed during the last January wave of covid. Finally, our 2022 program attendance number 17,163 people attending programs in the library in 2022. We do not know how this number compares to 2019 because of the data loss during the transition

to the new ILS but we will try to locate this information when we review the annual report. Soon we will also have the 2021 WLS report, which has been delayed for several years.

### **Budget Report**

The reports sent to the Board should now be used going forward because it includes the encumbrances. Our bottom line, pending encumbrances, is that we underspent, but this was due to factors outside of the library's control, including benefits and salaries, that are controlled by the finance department. Any unused money under our control will end up in our fund balance so that so that will remain to be determined. The revenue report will show our fund balance to date, which is a little over 2 million, which is what we have access to. This is important for when we apply for matching grants.

### **Director's Report**

An update was provided about the roof leak and the roof company came up and it was noted that the town attorney has been notified. A question was raised about the grant arriving so late for the elevator repair and now the vendor is increasing the original quote, in part because of a scope change because of a safety code for elevators. The grant will not offer additional money for the overage. The Board discussed the challenges of this grant process and raised the question of whether to move forward with the additional payment through our fund balance. The Board approved the cost of the additional fees. Going forward, we will be careful to have some type of contingency or additional plans put into future quotes. The website hosting went forward without any problems. Next, the library will work on changing the emails.

### **Friends of the Library Update**

The Director shared the Friends of the Library presentation.

### **Investment Committee update**

We will hold an investment committee meeting via email and see whether an in-person meeting is necessary.

### **Update on 2023 Operating Budget**

One small change was noted, the Town of Cortlandt, that pays by contract, will have an increase over our projected amount. They will be paying us \$400,000 with an unexpected \$26,000 additional income.

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

No updates to report

### **Update on 2023 Capital Budget**

No updates to report

## **Fundraising Discussion**

The Board received visits from two different professional fundraising organizations. The library envisions a building addition, and we want to plan and think about this thoroughly. A capital project of this nature would involve fundraising.

Kevin Wallace, Founder, CampaignCounsel, professional fundraising organization visited to discuss potential options for us in terms of services for a future capital campaign. Mr. Wallace spoke about what his organization could offer to the Library. He talked about trends in bringing more public services becoming involved in philanthropic efforts. The consultants would offer a feasibility study and then suggest a capital campaign. Typically, active fundraising lasts two years. Questions came up about what they would need to get started with a feasibility study. A floor plan would be necessary. He also discussed the practice of flat rates vs. percentages. The Board will review the proposal for a feasibility study.

Brittany Shaff, founder, Shaff Fundraising Group (SFG). They are a fully inclusive fundraising firm. They use a “people first” approach, including evidence-based work and our goals and outcomes. Included in the phases would be a feasibility study and campaign planning. This would include a website structure, campaign highlights, engagement events, and platform for support. During the feasibility study they will also provide guidance on how to use the study. Instead of an external approach, they include the feasibility study as part of the campaign, including a quantitative and qualitative approach. In addition to the deliverables including looking for corporate matching, drafting an annual impact report, training to board members. A board member asked a question about timeline expectation. An average length is 5 years, but we might be suitable for a 4-year campaign. Another question was raised about how the money raised would be divided. This financial structure would be reviewed in the initial stage. While they have no community library experience, they do have university library experience. Ms. Shaff explained that one of the approaches she would change is to build up our constituency stance. They would take an impact campaign approach.

The Board will have another visitor in February to offer another option. A question was raised on what the role the board members will have in terms of actual fundraising and how to set up the 501c. There will likely be a larger committee with outside members of the community.

## **NEW BUSINESS**

### **New Strategic Plan 2024**

The strategic plan expires by the end of this year so we will need to engage in the work of a new strategic plan.

### **Building Renovation Master Plan**

We will discuss at future meeting but note that we now have a study room draft budget and we will be changing the scope and we may need to tweak our plans. The Board briefly discussed some cost savings and tough choices that may need to be made. This will come back up in a future board meeting.

### **Annual report for the public**

We need to provide both a report to the public and one to NY State. This is a state requirement that is in progress by the Director. Two different draft versions were shared with the board.

### **Response to Town Board presentation from Susan Siegel**

After the Director's presentation about capital campaigns, Susan Siegel wrote a letter raises some concerns and issues that the Board may need to consider. This letter will be circulated to the Board.

### **Establish Prior Patron ban**

The library needs official policy on the terms of banning patrons and how to proceed forward when question of reinstatement comes back up. After consultation with the Town's Attorney, we need clarification on our process to make sure due process is provided. We need to standardize our process for banning patrons. The Board will review and vote on this procedure at the next meeting and the library will follow the draft proposal in the meantime.

### **AAA Defensive Driving Course**

This will be revisited at the next meeting.

### **Election of Officers**

The Board will follow up at the next meeting of the election of the board members.

The public meeting concluded at 8:48pm