

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, April 19th, 2023

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

Excused: Barry Erenberg (Treasurer)

Guest: Christine Julian (Staff Assistant, Library)

The public meeting commenced at 6:29 pm.

**PUBLIC COMMENT PERIOD:**

No public comment

**REGULAR BUSINESS**

**Approval of Minutes**

A correction was made on the minutes and new minutes will be distributed.

**Treasurer's Report:**

There were no questions raised regarding this report.

**Approval of Invoices:**

The Board approved the following invoices:

3/13, 3/14, 3/15, 3/21, 3/23, 3/24, 3/28, 4/3, 4/5, 4/6, 4/7, and 4/10

**Circulation Report**

The circulation numbers are rising. Under "other materials" some digital formats (cd, audio books/playaways/dvds) are declining. We will take note of and look for patterns in decline of these formats. Total circulation is within 1.5 percent of where it should be. Nearly everything is trending up, including our PC usage, which we had been watching. We likely will now need to retain all our public computers. Foot traffic is also rising. The program numbers are doing fine but the bulk will hit in June through the summer.

**Budget Report**

Guest Christine Julian was present to answer any questions on the new format of the budget report. Explanation was given as how the year-to-date adjusted number is calculated, including the open numbers from the purchase orders and any fund transfers.

The library fines revenue is slightly down. It was noted that our passport fees are on track to meet our projected amount within twelve months. A question came up about passport renewal and why that service is not offered, and it was a decision by the passport office. However, there are some renewal services that the library can offer and the library will offer assistance with the online passport renewal form. The library is ahead with Cortlandt service fees, which is determined by circulation numbers. It was noted that the revenue is running a little behind but there is still some revenue to be anticipated.

### **Director's Report**

The library is running into issues on the elevator upgrade as there are some additional unexpected expenses. The project is now on hold and the library is looking into other companies for possibilities. Since the elevator is old, the risk of not fixing it is great because it is possible it could break and take months to fix. This could result in a crisis modification issue vs. a planned modification. The Board is considering approving the elevator repair despite the increase in costs now anticipated with this project. The Board decided to reconsider this issue after making contact with the excused board member.

The State contract for buying books has now been approved so this will resolve the issues with buying books.

The Welder is waiting for parts to proceed with the work.

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

During Library Giving period, the Friends of the Library raised \$3,052, far exceeding their goal of \$1,000. The Board commended the Friends of the Library for their work and Cathy Bahan for her leadership. The Friends now have their own donor giving list. The Friends of the Library is considering an oversight fundraising committee so they can develop strategic plans for fundraising.

### **Investment Committee update**

There was no update, but the Board will invest again in another 6 month T-Bill.

## **OLD BUSINESS**

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

No update

### **Update on 2022 Budget**

They are working on closing out old purchase orders, but it is otherwise finished.

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

It is located on the Budget Report so this regular update is no longer needed.

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

There was no update on this.

### **New Strategic Plan 2024**

The survey is now revised based on feedback and will launch April 28<sup>th</sup>.

### **Building Renovation Master Plan**

The Board will return to the original building master plan to continue the work there.

### **Fundraising Discussion**

The Board will begin with the Board as a steering committee and adding this topic to the agenda each month. They will arrange separate meetings to discuss the timeline and main tasks needed going forward, including making the case for capital improvements. Our first outside assignment is to visit another library and report back on features that we may want to consider.

## **NEW BUSINESS**

### **Fiscal Management**

The Board discussed the current fiscal issues with the Mamaroneck library. The Board also discussed important safety protocols including that there are several people involved in the management of the library funds, there is regular changeover within the Board treasurer role, and there is oversight over the issuing of checks, with regular audits within the Town. The Board requested that we regularly receive quarterly reports for the trustee gift funds invested in the banks. The Board reaffirmed their commitment to the importance of the fiscal responsibility of the Board of the Library. The Board will return in future meetings to discussion of best practices for financial oversight.

### **Updating Emails**

Going forward, all library business will now be with the library gmail.

### **Library Updates**

The Library Director gave a presentation at the Town Meeting on the library, including all the services and programs they offer.

### **Elections**

We need to post for our open trustee position for the coming year.

The upcoming Board of Trustee meetings will be on the following dates: May 17<sup>th</sup>, 2023 and June 21<sup>st</sup>.

## **ADJOURNMENT**

The public meeting concluded at 8:45pm