

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, March 15, 2023

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

The public meeting commenced at 6:33 pm.

PUBLIC COMMENT PERIOD:

No public comment

A motion was made to move into executive session to discuss board position roles. The Board returned to the regular session at 7:01pm

Approval of Minutes:

The minutes were approved.

Treasurer's Report:

Reviewed. The Treasurer's report was approved. We will explore the tax documents with the tax preparer to confirm all is ready.

REGULAR BUSINESS

Approval of Invoices:

The following invoices were approved: 2/13/23, 2/15/23, 2/21/23, 2/22/23, 2/27/23, and 3/7/23

Circulation Report

The book circulation has doubled both year over year and month over month. This likely ties directly to the increase in children's programming and school visits to the library. Note that foot traffic is continuing to pick up and pc usage is also increasing.

Budget Report

The library is on track with our budget. On the revenue side, the passport and fine revenues

are present. Regarding expenses, there is a little concern with the natural gas line but with winter ending, there is hope that these numbers will begin to stabilize.

Director's Report

It was noted that the Parks and Rec area will now handle much of the lawn maintenance for the next two years. The snow clearing was an issue, so the Director will bring this up at next town hall meeting. During the most recent snowstorm, The Director had to make the decision to close the library due to lack of staff able to stay, due to fear of unsafe snow conditions.

The director also highlighted an update on the library study rooms. The senior engineer came last week, and they worked on additional plans that will be reviewed soon with the Town Supervisor. There is concern that some of the delays that have happened will result in construction during the library's busiest times but the library will work to minimize disruptions to the patrons and staff as much as possible. The Board thanked board member-at-large, Barry Erenberg, for using his expertise to provide counsel for this project.

The Town Engineer will work to coordinate the roof repairs. The cost will likely be less than what was originally proposed.

The elevator work is still on target but is dependent on the supply chain. The elevator will be down for a month. Downstairs programs will be relocated or postponed.

The NY State 2022 construction grant the library applied for in August was approved.

We now have a new library clerk.

The Board commended the library for their recent promotion in the Yorktown news.

Friends of the Library Update

The Board received an update on the library giving campaign. The Friends of the Library are promoting the annual giving through social media and signs around town. The library is also using this campaign to accumulate testimonials from current and past patrons of the library to be used for future promotional purposes.

Investment Committee update

We are making nice interest on our investments. The Board discussed the idea of rolling out the money in the current T-bills.

OLD BUSINESS

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

No updates to report

Update on 2022 Budget

The auditors are currently at town hall. The cut-off date for final purchase orders for 2022 has already passed. We should have final numbers within the next month.

Update on 2023 Operating Budget

There are no concerns here. The adjusted line is 60,000 higher than originally. There were some maintenance needs that accounts for these costs. The Director will follow up to the Board with the specific costs here.

Update on 2023 Capital Budget

No change

Update on New Strategic Plan 2024

There is a survey that the Board is testing for possible use that would be sent to the community.

Building Renovation Master Plan

WLS had an architect approach them about offering spots for proposing building redesign, so we did receive a proposal from them for a redesign. The Board is not ready to look at these yet.

The Board also discussed potential house donation, although it has many challenges.

Fundraising Discussion

The Board needs to consider what are next steps to consider a capital campaign. The first step is a capital campaign committee and also development of a timeline. The Board also needs to develop a vision to pitch to our potential donors. The results from the strategic plan can be used to help develop this strategic vision and need for funding. To start, the Board will initiate as the capital committee.

NEW BUSINESS**Approve 2022 Annual State Report**

The Board reviewed and accepted the 2022 Annual State Report. Much of the changes in numbers is due to moving out of the pandemic period. This prompted the Board to consider hearing impaired devices and how they may be rolled out for use in the library.

Election of Officers

A board member made a motion to temporarily amend the bylaws to allow Cathey Richey to remain as President for an additional two years. The Board voted to approve the following slate: Cathey Richey as president for an additional two years. Jean Zappia will assume the

role of vice-president, Laura Tropp will become the new secretary, Barry Erenberg will be the new treasurer. Sunitha Howard will be member-at-large.

National Library Worker's Day

The Director requested and the Board approved a budget for a pizza luncheon National Library Workers Day.

The upcoming Board of Trustee meetings will be on the following dates: April 19th, 2023 and May 17th, 2023.

ADJOURNMENT

The public meeting concluded at 8:36pm