

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, May 17th, 2023

PRESENT: Yvonne Cech (Library Director), Barry Erenberg (Treasurer), Cathey Richey (President), Laura Tropp, (Secretary) Jean Zappia (Vice-President),

Excused: Sunitha Howard (Member-at-Large)

The public meeting commenced at 6:33 pm.

PUBLIC COMMENT PERIOD:

No public comment

REGULAR BUSINESS

Approval of Minutes

The minutes were approved with a minor change.

Treasurer's Report:

We rolled over our T-Bill for an additional six months.

Approval of Invoices:

The Board approved the following invoices:

4/19, 4/20, 4/24, 4/28, 5/2, 5/3, 5/9, 5/15, 5/16

Circulation Report

The total book circulation for year-over-year for April is up. The CD/DVD loans are still doing well. Digital material and e-resources are also on the rise. Our total circulation is up 11% from the previous years. Our website usage is also trending up.

Budget Report

There will be an adjusted balance to our fund balance due to a personnel/retirement payment required as part of the worker's contract. Our passports are tracking where we had anticipated.

Director's Report

We are still waiting to hear from the roofer about a contractor to patch the roof. We received approval to open the bid for the new study rooms. We are moving forward in scheduling the

elevator repairs. There was a new last-minute grant opportunity for programming that we applied for. Civil Service sent us incorrect lists, but we now have the correct list. We have lost two part-time librarians. The Board discussed the new digital signs that will be arriving at the library.

Friends of the Library Update

We have submitted a request to the Friends of the Library to increase our request from the previous year.

Investment Committee update

Our update is included in the treasurer report.

OLD BUSINESS

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

No update

Update on 2023 Capital Budget

The resolution was approved last week by the Town Board to create a capital project line for the library which will allow the comptroller to allow us to have a place to deposit grant money.

New Strategic Plan 2024

The Strategic Plan survey has launched. There are over 300 responses so far.

Building Renovation Master Plan

There is a meeting on June 16th to discuss further our renovation plans.

Steering Committee on Fundraising Discussion

Our last assignment was to review books taken out from the library about fundraising. Board members discussed recent visits to libraries they have seen and features we may want to consider. The Board reaffirmed that our goal is to balance making helpful changes with keeping intact what the community loves. The Board discussed the timeline for keeping the Town Board updated on our plans and progress. They have already been notified that we are planning to initiate this project.

New Email Domain for Trustees

The new email is working fine.

NEW BUSINESS

Trustee Education Requirement

Board members are continuing to engage in their education requirement and will update the form.

The upcoming Board of Trustee meetings will be on the following dates: June 21st & July 19th

ADJOURNMENT

There was a motion to move to executive session to discuss applications and schedule for the Board of Trustees open position. The public meeting concluded at 8:00pm.