

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, June 21st, 2023

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

The public meeting commenced at 6:45 pm.

PUBLIC COMMENT PERIOD:

No public comment

REGULAR BUSINESS

Approval of Minutes

The minutes were approved.

Treasurer's Report:

The Board discussed potential additional investments of T bills and I bonds but ultimately decided that the timing was not right for additional investments.

Approval of Invoices:

The Board approved the following invoices:
5/16, 5/18, 5/23, 6/1, 6/5, 6/6/, 6/8, and 6/12

Circulation Report

We are almost at the midpoint of the year and the Board was presented with information on the circulation statistics, including a robust increase in circulation of children's books and electronic circulation. We are on track for having a strong year. Twenty-five percent of our overall circulation has been digital but 75% have been hard copies. We will continue to monitor collection use and consider the expense of future investment in digital collections.

Budget Report

There are some positions open that still need to be filled and some items need to be moved to a capital project line item. We have been receiving some donations to the library.

Director's Report

An update was presented on the building of the individual study rooms. We are trying to move forward on this project and visiting another library in Westchester that is embarking on a similar project. The roof is now repaired. The State budget was approved, and the library budget stayed the same for this year. Irena Goss, the children's librarian, resigned on June 12th, after over twenty years of service, and the library will look for a replacement.

Friends of the Library Update

In consultation with the Treasurer of the Friends of the Library, we reduced our budget request to them to be more aligned with what they anticipate being able to fund. However, if Friends of the Library brings in more money than they anticipated, they will be happy to entertain an additional request. They also have a new fundraising committee who will focus on strategic fundraising.

Investment Committee update

This was discussed during the Budget update. We will leave a little cash liquid as we wait to see how the project with the study rooms progresses.

OLD BUSINESS

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

No update

Update on 2023 Capital Budget

The 2024 budget portal should be opened at the end of this week. There is no update except to continue to check off items on the capital plan as grants come in.

Update on New Strategic Plan 2024

The survey will be closing in the next few days. We are hoping to reach the mark of 400 or higher on the responses on the survey.

Update on Building Renovation Master Plan

The library has begun a discussion about who would be best to be involved in the master plan. The master plan will move us towards the concept plan.

Update from Steering Committee on Fundraising Discussion

The Board will continue to engage in fundraising discussion as we move forward with the capital plans.

Trustee Education Requirements

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

NEW BUSINESS

2024 Operating Budget

The portal is opening for the operating budget and the Director will begin meetings with the town supervisor and finance officer. We may need to replace the copy machines. We will want to

consider a lease option. We are also currently out of storage space and may need to consider adding another shed.

The upcoming Board of Trustee meetings will be on the following dates: July 19th & August 16th.

ADJOURNMENT

There was a motion to move to executive session to discuss applicants for the Board of Trustees open position. The public meeting concluded at 7:51pm.