

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, July 19th, 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.

**Treasurer's Report:**

The Board reviewed the treasurer's report and were pleased with the previous investments. We may consider investing directly, rather than through the bank, in the future.

**Approval of Invoices:**

The Board approved the following invoices:  
6/13, 6/16, 6/20, 6/26, 6/30, 7/5, and 7/11

**Circulation Report**

Summer is our busiest time of the year. We had an increase in book circulation, mainly due to an increase in the children's books circulation. We had a strong summer reading kick-off party with a high level of participants (over 1,500). We had close to 30,000 items circulated in the month of June- an 11 ½% increase since May. Our website usage in June was picking up and our foot traffic is the highest of the year. We also added the most library cards in one month. We would like the ability to issue library cards remotely, but we are restricted by WLS. We have a strong number of program attendees.

**Budget Report**

We are coming in under 50% at the halfway point because of our open positions. This is useful to us because the Town will be transferring money from our fund balance for expenses. Note that in the maintenance line, there is a high adjusted budget because it is money transferred from our fund balance into that line to cover the elevator project. The revenue report reflects the interest and the grant income.

### **Director's Report**

There is a shortfall in staffing, so we are short-staffed on desk coverage. The civil service hiring requirements are making hiring difficult. Regarding the study rooms, we needed to return to a new plan as the bids came in too high. We went back to the library designer to rethink the plan. We are now looking at vendors on the NY State contracts. We may need to do the project in phases. Some great news is that the roof repair is working. We are still waiting for the elevator work to begin- likely in the middle of August. The library received a Kindle grant. We are still waiting on the floor plan redesign, which the Board discussed. By our December meeting, the Board would like to issue an RFP for a feasibility study/master plan.

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

The Friends of the Library are exploring graphic designers to build the brand with professional, consistent design. They have put out an RFP to assess prices from a variety of designers, beginning with posters and permanent signage explaining the Friends' role in supporting the library. The Friends of the Library is also beginning the conversation about the fall book sale. The fundraising committee has put together a marketing checklist to aim for this year. They are also discussing a 50/50 raffle at the bookstore. A question was raised on whether a permit may be needed. They have also purchased fundraising software where we will have a mailing list and email templates. The Friends of the Library has now joined the Chamber of Commerce.

### **Investment Committee update**

This was discussed with the budget report.

### **OLD BUSINESS**

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

No update

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

No additional update aside from discussion during the Director's report.

#### **Update on New Strategic Plan 2024**

The survey closed with over 600 responses. The library is currently analyzing the data. One recurring theme already emerging is that people want Sunday libraries all year long and additional programs on Saturdays. We were hoping for a larger response from non-library users. Once the analysis is complete, it will inform the new strategic plan.

#### **Update on Building Renovation Master Plan**

The Board discussed the process involved in reaching a master plan.

### **Update from Steering Committee on Fundraising Discussion**

No new update, other than previous conversations on the master plan.

### **Trustee Education Requirements**

The library board members will continue to engage in the education requirements. We may bring in someone from the Department of Library Development to speak to our municipal library roundtable group and perhaps trustees would like a session with this person.

### **NEW BUSINESS**

#### **2024 Operating Budget**

We have a draft of the 2024 Operation Budget that includes all the requirements. The Town is asking for a zero increase in the budget. The Board reviewed the library back through 2017. In 2019, we had a higher budget in programming and materials, both of which we will try to restore for the upcoming budget. It is also likely we will have an increase in our WLS budget. We will realize some savings in salaries because of retirements. The library is continuing to review benchmarking of our part-time salaries to get us closer to a competitive wage. The Board also reviewed potential estimated revenue. The Board voted to approve the proposed 2024 budget set by the Director.

#### **Review library fee schedule due along with budget to Town**

The Town has asked all areas to review their fee schedules. Our current rates for room usage are \$23 for non-profit and \$35 for all others. Given our consistent budget restraints, the Board rethought the library fee schedule. The Vice-President briefed the Board on comparable rentals from other libraries in the Westchester area. Most libraries range between \$35-\$350 for room rentals. Out-of-county fees are also an option for some libraries. Other libraries are also discussing raising their price. Since we are the fourth largest library in Westchester, there was a recommendation that we increase our room rental fees. The following fee structure was proposed: \$125 non-profit, \$250.00 all other Westchester-based organizations, \$750 for out of County. The Board voted to approve this fee structure.

The upcoming Board of Trustee meetings will be on the following dates: August 16<sup>th</sup> and September 13<sup>th</sup>.

### **ADJOURNMENT**

There was a motion to move to executive session to discuss potential litigation issues and a personnel issue. The public meeting concluded at 8:30pm.