

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, August 16th, 2023

***PRESENT:*** Yvonne Cech (Library Director), Barry Erenberg (Treasurer), Cathey Richey (President), Laura Tropp, (Secretary)

Excused: Jean Zappia (Vice-President) Sunitha Howard (Member-at-Large)

The public meeting commenced at 6:34 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. The Board found the money market accounts were doing well. The Board considered moving some of the account into the money market accounts or some additional investments.

**Approval of Invoices:**

The Board approved the following invoices:

7/18, 7/24, 7/27, 8/8

**Circulation Report**

A few highlights were given to the Board. A note was given to the Board that the library is pulling out the YA books out of adults so we can track it separately because a separate budget account is allotted for YA. This explains the large drop in adult books in the circulation report. We are experiencing a big jump in E-other category which is our music service. Our website usage appears that it has gone down but there was a glitch in tracking, which is in the process of being fixed. Our foot traffic number is high, and the library programs are going strong.

**Budget Report**

Our Budget Report for the operating budget of 2023 for the month of July indicates that we are in the projected range of our target for passport fees and fines. In terms of expenses, we will be under in our salary line because of pending open positions. We also are currently buying books for future fall months.

### **Director's Report**

There was another roof leak on August 7<sup>th</sup>. We are almost ready to purchase the architectural walls for the study rooms. The Board discussed the challenges of this project and the best way to streamline it moving forward. We are still waiting for the charging stations to be available at the library. We just hired a new full-time library clerk to fill a vacated position.

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

The Friends of the Library had no update.

### **Investment Committee update**

There was nothing new to report aside from what was discussed in the fall.

### **OLD BUSINESS**

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

No update

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

This was discussed during the budget discussion.

#### **Update on New Strategic Plan 2024 (Postponed until September meeting)**

#### **Update on Building Renovation Master Plan (Postponed until September meeting)**

#### **Update from Steering Committee on Future Capital Campaign (Postponed until September meeting)**

#### **Trustee Education Requirements (Postponed until September meeting)**

#### **Review draft of 2024 Operating Budget submitted to Supervisor**

The library director met with the Town Supervisor and presented our proposed budget. We received our full part-time salary request and restored our programming and library materials lines. We are now restored back to our pre-pandemic levels. They did separate WLS from the rest of our contracts, which will allow us to track them separately. The Town was notified that we will likely need a new copy machine in the coming year. Note that this is still pending a final budget decision. They did adjust our fund balance need but there may still not be a need to tap into it, depending on closing out our current budget at the end of the year.

## **NEW BUSINESS**

- Review draft 2024 Capital Budget – This was requested by the Town Supervisor. This is an update that considers everything that is already going on. The big change is the NYS 2024 construction grant to reflect the next stage of our renovations. We will be applying for additional grant money.

The upcoming Board of Trustee meetings will be on the following dates: September 13<sup>th</sup> and October 18<sup>th</sup>.

## **ADJOURNMENT**

There was a motion to move to executive session to discuss staff salaries. The public meeting concluded at 7:15pm.