

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
Thursday, September 28, 2023

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

The public meeting commenced at 6:30 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 contemplated moving some funds to a CD or reinvesting in additional T-bills. The Board also considered moving investments out of the bank to directly invest and considered the balance of money in checking versus our money market account.

Approval of Invoices:

The Board approved the following invoices:
8/17, 8/22, 8/24, 8/28, 8/29, 8/30

Circulation Report

For the month of August, our library was number three in the County in terms of circulation. One trend to notice is that the physical/other material line, which includes CDs, audio books, and dvds is in decline (24%). We are responding by increasing our electronic resources, where we are up 25%. Our grand total circulation to date is up 11% compared with the previous year. Another trend is that from June to July, there was a drop, which turns out to be a result of a glitch in google analytics reporting data during our transition to the new domain numbers. We will recapture those numbers. We also realized that there was opportunity for staff to learn more about google analytics, which the staff have now done via a training. Our foot traffic is also extremely strong. Our adult programming is also diversifying, and student use is increasing.

Budget Report

Revenues are strong and expenses are behind. The board discuss full-time and part-time salary lines and library materials orders.

Director's Report

The Board discussed the EV Charging stations and the new town board putting the project on hold. The Library has run into issues with the elevator in the library and there is currently a missing part on back-ordered. We received a Lion's Club donation of \$250.00. The outreach school visits have been canceled due to the last-minute retirement of a librarian.

Friends of the Library Update

The Friends of the Library are planning for the book sale and an education campaign on the role they play in fundraising for the library.

Investment Committee update

The Investment Committee will meet and report back recommendations at the October meeting.

OLD BUSINESS

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

The main tree in front of the library had to be cut down. The Board voted to plant a new tree in honor of the Alice Marem Estate on the property.

Update on 2024 Capital Budget

There is no update on the budget.

Update on New Strategic Plan 2024

The Board reviewed the survey results. Some major themes include requests for additional space for teens, facility improvements, and an increase in Sunday hours. Our website and email newsletters are widely used. Some people would like a branch in Town. We may need to educate people on our online resources. People would like the library to have a notary. People would like programming focused on cultural, literacy and information-based programs. Our next step will be for the Board to do a SWOT analysis at the October meeting and a subcommittee will work on a draft plan of the Strategic Plan during the week of November 6th.

Update on Building Renovation Master Plan

The Board reviewed the floorplan for the upstairs renovation. This should take between 2 – 5 years.

Update from Steering Committee on Future Capital Campaign

No new update

Trustee Education Requirements

The Board members are continuing their work to these requirements.

Update of 2024 Operating Budget

No new updates

NEW BUSINESS

New Member Motion

A motion was reflected that we have a new board member, Cathy Bahan, who is replacing Sunitha Howard, and this is Cathy's first meeting. The motion was approved by the Board.

Photo of new board

The Board took their new photo.

Discuss proposal from Lothrop Associates Architects to update the 2003 Feasibility Study

This feasibility study was found in our earlier files and the Board approved a motion to enter into an agreement with Lothrop to update the 2003 Feasibility study with the new proposal dated August 4th, 2023.

Discuss/approve dress code internal policy

The Board voted to approve the new amended employee dress code policy.

Discuss appreciation for Sunitha Howard's years of service

The Board discussed plans to commend Sunitha Howard for her years of service on both the Friends and Board of Trustees.

Holiday Closings

The Board approved the following proposed closings for the Library: Saturday, November 11th, (if necessary for the Veteran's Day Parade), November 22nd at 5pm, December 24th, and December 31st

New WLS Agreement

The Board voted for The Library Director to sign the agreement with WLS for 2024 for IT services for \$80,906.31

The upcoming Board of Trustee meetings will be on the following dates: October 18th and November 15th

ADJOURNMENT

The Board adjourned the meeting at 9:00pm