

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, October 18th, 2023

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

The public meeting commenced at 6:41pm.

PUBLIC COMMENT PERIOD:

C. Nana-Oye Addo-yobo, who is currently helping with the teen haunted house, updated the Board on the haunted house. Plans were made to reduce waiting times and the rooms will also be connected by a theme honoring the historical nature of the library home. The haunted house will take place on October 27th, 28th, and 29th.

REGULAR BUSINESS

Approval of Minutes

The minutes were approved with a minor change on a date.

Treasurer's Report:

The Board reviewed the treasurer's report. We rolled over another T-bill and the Board agreed to leave the funds with TD Bank. The Library received some additional donations. The library received a donation from the Lions Club and will use it for additional equipment for checking out audio books. This is in line with the mission of the Lions Club for their work with the visually impaired. The Board made a motion to expend an additional approximate \$75 to cover the additional cost of the CD players for the audio books. The Library also received funding from a WLS grant for summer reading.

Approval of Invoices:

The Board approved the following invoices:
9/19, 9/25, 9/29, 10/5, 10/9

Circulation Report

We are still up by 4% over the previous year's number. Children's circulation is also up, which is directly related to additional programming. Our overall book circulation is up 10%. We are still seeing another decline in music cd/dvd circulation. The library is considering a strategy

going forward as this format begins to disappear including not investing the same level of spending in maintaining the cd/dvd collection. We will also help with an education plan to teach people how to access the Library's streaming services. There was a 30% increase in our circulation of electronic materials. Our computer usage is slowly rising. Our webpage usage is being reported accurately again.

Budget Report

The Library received 90% of our grant for the elevator project. We are still running under-projection for full-time salaries. In our telecommunications line and natural gas line, we are running a little over, but those projections and costs are covered by the Town.

Director's Report

There have been continuous problems in completing the final components of the elevator project. The Board received an update on current grants and progress on grants we are currently waiting to hear on. The library will now be able to issue library cards remotely, which has been an issue for library card drives, particularly at outreach events. We will cover the costs for this remote access using the savings from the reduction of the maintenance portion of the WLS.

Friends of the Library Update

The Friends of the Library had a successful event over the weekend with the book sale with more than \$4,000. This is a significant increase from the previous year.

Investment Committee update

The Investment Committee did not have an update.

OLD BUSINESS

Alice Marem Estate Bequest Recognition – Tree planting in Spring, tree selection TBD

We will select the tree in spring and consult with a nursery.

Update on 2024 Capital Budget

There was no update at this time.

Update on New Strategic Plan 2024

The Board did a SWOT exercise to explore strengths, weakness, opportunities, and threats from a business model to consider as we continue work on the strategic plan.

Update on Building Renovation Master Plan (feasibility study) with Lothrop Associates

A representative of the Board will be meeting with them at the end of the week.

Update from Steering Committee on Future Capital Campaign

The Board briefly discussed ways to involve the community in capital campaign.

Trustee Education Requirements

The Board members are continuing their work to these requirements.

Update of 2024 Operating Budget

No new updates

NEW BUSINESS

The upcoming Board of Trustee meetings will be on the following dates: November 15th and December 20th.

ADJOURNMENT

The Board adjourned the meeting at 8:42pm