

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, November 15th, 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 6:39pm.

**PUBLIC COMMENT PERIOD:**

There was no public comment.

**REGULAR BUSINESS**

**Approval of Minutes**

The minutes were approved with a minor change.

**Treasurer's Report:**

The Board discussed transactions on the T-Bills and moving some funds from the savings account into the investment accounts.

**Approval of Invoices:**

The Board approved the following invoices:  
10/19, 10/23, 10/24, 10/25, 11/1, 11/9, and 11/13

**Circulation Report**

October circulation is slightly lower than last month in adult and children's books but still higher year-over-year. We are seeing a continual slide downward in usage of other media. Our e-material circulation, program attendance, and computer use are increasing. Our foot traffic was particularly high this past month, in part due to the Haunted House.

**Budget Report**

We are likely to come in under in our salary budget. We are on target for our library materials budget.

**Director's Report**

Some highlights include that the EV Charging stations are still being discussed. We will receive

a draft plan from the Lothrop Team by the end of November.

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

There was no update.

### **Investment Committee update**

As indicated in the budget update, we will invest more of the library savings.

## **OLD BUSINESS**

### **Alice Maren Estate Bequest Recognition – Tree planting in Spring, tree selection TBD**

No new update

### **Update on 2024 Capital Budget**

There was no update at this time.

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

The Board discussed the draft of the 2024-2027 Strategic Plan and made recommendations for edits, including the addition of a section acknowledging the history of the library and the significance of the global pandemic.

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

A draft will be forthcoming.

### **Update from Steering Committee on Future Capital Campaign**

No new update

### **Trustee Education Requirements**

The Board members are continuing their work on these requirements.

### **Update of 2024 Operating Budget**

No new updates

## **NEW BUSINESS**

### **Holiday Tree**

The Board discussed the plans by the Town for the holiday tree celebration. Patrons would be directed to the Town regarding any questions or concerns.

**Staff Holiday Luncheon**

The Board approved a holiday luncheon for the staff on December 13<sup>th</sup>.

The upcoming Board of Trustee meetings will be on the following dates: December 13<sup>th</sup> and January 17<sup>th</sup>.

**ADJOURNMENT**

The Board adjourned the meeting at 8:18pm