

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, January 17<sup>th</sup>, 2024

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 6:02pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **REGULAR BUSINESS**

#### **Approval of Minutes**

The Board approved the minutes with two minor typographical corrections.

#### **Treasurer's Report:**

The Board reviewed the Treasurer's Report

#### **Approval of Invoices:**

The Board approved the following invoices:

12/13, 1/19, 12/16, 1/8, 1/12

#### **Circulation Report**

The total book circulation increased over the year with a steady decrease in the cd/audio books. There was a steady increase in electronic material. The book and collection budget will shift to meet this demand. The library achieved 30,000 program participants.

#### **Budget Report**

In 2023 the library was a bit under in salaries due to open positions. We are also awaiting some final purchasing orders. Final numbers will be in March.

#### **Director's Report**

Supervisor Tom Diana is giving the library his town vehicle as a replacement for our failing 22-year-old Crown Victoria. Some projects are currently halted during the Town leadership transition. We are continuing to benefit from the awarding of grants. The library card numbers

will be reduced as the WLS moves forward to rectify their lack of purging of library cards over the last five years. This will influence our ability to have accurate comparison rates.

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

There was no new update.

### **Investment Committee update**

There was no new update.

## **OLD BUSINESS**

### **Alice Maren Estate Bequest Recognition**

No new update

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

The Board reviewed the draft. The Board had some questions about projections of population growth and the anticipated need of an increase of square footage. Board members also discussed the need for fundraising but also that there may need to be additional need to locate additional funds, possibly with a bond and the gift fund managed by the Trustees. The Board had some questions about some of the data on the report.

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

The Board discussed revisiting the capital campaign proposal they were most interested in pursuing.

### **Discussion on EV Charging Stations**

The library applied for the grant for the electric car charging stations.

## **NEW BUSINESS**

### **The Trustee Handbook**

Board members will review the handbook, and this will go on an upcoming agenda.

### **Open Meeting Practices**

The Board reviewed our rules regarding the open meeting laws. The Board considered having a time limit for public commentary. The Board voted and approved a 3 minute time-limit.

### **Internal Policy: Staff Cell Phone Use**

The Board voted and approved an internal staff cell phone use policy clarifying cell phone use for staff to restrict use for personal purposes.

**Internal Policy: Stranded Patrons**

The Board voted and approved revisions of the language of the unattended or disruptive children policy to indicate a minimum of two staff members and to clarify timing.

The Board also voted and approved the adoption of an unattended patron policy with language modified by the Board at the meeting.

**Honoring Tom Diana**

This agenda item was postponed until the next meeting to allow for input from other town partners.

**Sunday Library Request**

The Board voted and approved the Friends of Library request to open the library for September Friends of Library book sale on Sunday.

**Upcoming Meetings**

The upcoming Board of Trustee meetings will be on the following dates at 6pm: February 21<sup>st</sup>, March 13<sup>th</sup>, and April 17<sup>th</sup>,

There was a motion to move into executive session to discuss a personnel issue and potential litigation.

**ADJOURNMENT**

The Board adjourned the meeting at 8:30pm