

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, December 13th, 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 6:37pm.

PUBLIC COMMENT PERIOD:

A representative of Troop 1776, who recently achieved life rank, presented an idea to build two benches in front of the library and clean up the library memorial and would like to seek permission. The Board was interested in this idea and would be open to entertaining a formal proposal.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Board approved \$10,000 to be moved out of checking into the money market account. The Library Board would like to research obtaining a debit/credit card to streamline transactions.

Approval of Invoices:

The Board approved the following invoices:

11/21, 11/27, 11/29, 11/30, 12/4, 12/7, and 12/8

Circulation Report

Overall, total circulation is up 13 percent over the previous year. Electronic circulations are up 36%. The library had low circulation in the month of November, and we are looking into this more.

Budget Report

The salaries will be coming in under budget. For the first time, we have spent down almost all the money in our library materials budget. The Library spent some money on a pipe and drape system to provide a staging area for performers.

Director's Report

The Board reviewed the Director's report. The Library had to deal with some building maintenance issues. WLS discovered that the library card automatic purge has not been working since 2019 so WLS is going to fix this issue. This will likely result in a sudden drop of our library card numbers. Our meeting with the new comptroller was successful, including the receipt of blanket purchase orders for our book buying.

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 2024 Capital Budget

There was no new update.

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

The Board discussed the new timeline that will allow Board time to review the Draft.

Update from Steering Committee on Future Capital Campaign

The Board discussed using the February or March meeting to bring back our final candidate to lead the capital campaign.

Trustee Education Requirements

The Board members are continuing their work on these requirements. There is a new edition of the Library Board 2023 Handbook.

Update of 2024 Operating Budget

The Budget was approved. In several areas, we are still below our 2019 levels in several areas.

NEW BUSINESS

Public Comment Discussion

The Board discussed reviewing policies regarding the public comment period.

Review and approve 2024-2027 Strategic Plan

The Board discussed the draft of the 2024-2027 Strategic Plan and made recommendations for edits. The Board voted and approved the 2024-2027 Strategic Plan.

Approve dates for 2024 Board Meetings

The Board committed to attending the Town Board Meetings on behalf of the Library.

Discussion on EV Charging Stations

The Supervisor has approved filing for a grant application for the electric car charging stations. After the initial set-up, there will be additional costs associated with the charging stations after five years, including software and any additional upgrades.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm: January 17th, February 21st, March 13th, April 17th, May 15nd, June 12th, July 17th, Aug 28th, Sept. 25th, Oct. 16th, Nov. 20th, Dec. 18th.

ADJOURNMENT

The Board adjourned the meeting at 8:31pm