

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, February 21, 2024

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

Virtual: Jean Zappia (Vice-President)

The public meeting commenced at 6:06pm.

PUBLIC COMMENT PERIOD

There was no public comment.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Board reviewed the Treasurer's Report. The Board voted to roll over the T-bills for another 6 months.

Approval of Invoices:

The Board approved the following invoices:
1/17, 1/23, 1/25, 1/26, 1/29, 1/30, 2/5, and 2/6

Circulation Report

For the first month of the year, the total book circulation was almost identical to the previous year. E-book circulation were up 51% so it is helping to drive our circulation increases. The Board discussed the new visibility of our website and the impact this has on the visibility of some apps and information we can make available for our patrons. There is higher traffic on our websites.

Budget Report

The Board discussed the budget report and that it appears on a budget line that we are over-budget on insurance premiums that are allocated by the Town. The Comptroller indicates that the amount is charged but the original budgeting by the Town was incorrect now and in previous

years as well. We will lose funds from other budget lines. The Board discussed a lack of transparency regarding how these insurance funds are allocated. It was also noted that purchasing has been delayed due to difficulty having payments and bills approved by the Town.

Director's Report

The Library will begin work on the most problematic sections of the roof this year. They are finishing the community room and study room project. The Library is waiting on the Finance Department to approve the study room walls. We received an anonymous donation for \$5,000 which will allow us to pay for the heating covers we needed. The Advocacy Day was successful in terms of support for the library needs. The CSEA Union supports "The Rule of Three" which impacts the library hiring. The Library card purge, which was not automatically happening, will result in 46% of all the library cards in the Westchester library system disappearing. 8,800 of our library cards in our system will be purged in the next 3-4 months. The Library will need a long-term strategy to have more people sign up for library cards. This will impact the library annual report in the following year as a red flag for the State, which will contain a universal note from WLS explaining the issue.

Friends of the Library Update

They are starting to plan for Library Giving Day. The Friends of the Library request the Board of Trustees to spread the word about Library Giving Day.

Investment Committee update

There was no new update.

OLD BUSINESS

Alice Marem Estate Bequest Recognition

A nursery has been contacted and there is an estimate of approximately \$600 to purchase and have the tree installed. We will also investigate potential landscaping around the tree.

Presentation by Lothrop Associates of Building Renovation Master Plan (feasibility study)

Some questions that came up during this presentation:

- Questions on assumptions about projections of the number of print materials.
- Different concepts of ways we could potentially expand were discussed, including options for increasing children and young adult space, shifting the location of the circulation desk/service zones, adding a second floor, adding a basement, and potential expansion of parking. The historical nature of the building will be preserved with each of these options. The various options have pros and cons. Some additional notes and concerns raised include:
 - Surveying would need to take place because the potential options could be influenced by wetland buffer zone restrictions

- The impact of construction of an additional floor to the existing building could be disruptive.

The Board will need to have an additional committee meeting to discuss the presentation from the meeting tonight.

Update on Future Capital Campaign

- There was no new update.

Update on EV Charging Station Grant Application

- The Application is moving along

Update on Water Department proposal to install bench in memory of Tom Diana

- This is tabled for now while they consider various options.

NEW BUSINESS

There was no new business.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm: March 13th, and April 17th

ADJOURNMENT

The Board adjourned the meeting at 9:00pm.