

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, March 13th, 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 6:08pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **REGULAR BUSINESS**

#### **Approval of Minutes**

The Board approved the minutes with some minor revisions.

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

The Board reviewed the Treasurer's Report.

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

The Board approved the following invoices: 2/14, 2/22, 2/28, 3/5 and 3/7

#### **Circulation Report**

The Library month over month report is similar to previous year for all physical items but the E-materials and children's books are contributing to a total increase of 14%. The Library also had an increase in foot traffic due to "Take your Child to Library Day."

#### **Budget Report**

The Board discussed the challenges of making payments to vendors. The revenue report was reviewed and it was noted that the library Town of Cortlandt library contract came in more than the Library was budgeting for. Also, the Library received a \$15,000 check from Assemblywoman Dana Levenberg for the Kindle Grant and it has been deposited. Regarding expenses, there is an encumbrance in our book budget as we have switched to blanket purchase orders that will carry us through the first quarter of the year.

### **Director's Report**

The new study rooms are being built and will likely highlight the various hamlets of the town as part of a teen project. Hanover electric has completed the LED conversion for the basement, as part of a grant. We received a swap for our library vehicle. In two-weeks, the Director has a meeting with the Westchester County Civil Service Commissioner to discuss some challenges the Library has been facing with hiring.

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

The Friends reminded Board members to renew their membership. At the Town Board mtg there was a strong promotion of Library Giving Day.

### **Investment Committee update**

The Board discussed balances and whether they wanted to tie up money for some additional time. The Board considered putting the smaller T-bill for 3 months and the bigger one for 6 months. This will be reviewed by the Treasurer and the Board President post meeting.

## **OLD BUSINESS**

### **Alice Marem Estate Bequest Recognition**

- The library will be moving forward soon on the tree, which will include landscaping around it.

### **Lothrop Associates**

- The Board received the final draft late so this was postponed until the next meeting. Meanwhile, the Board will review in the next two weeks and offer feedback to the Director.

### **Update on Future Capital Campaign**

- The first change is that there is a staff member change, and the price went up. We will invite this group to the April meeting. One question that came up is whether we can break the campaign into several parts. There is also a new grant writer for the Town and we will discuss our campaign needs there as well.

## **NEW BUSINESS**

### **Proposal for Wetland Surveyor**

They will be sending a formal proposal soon but the fee for the survey will be \$26,670 (note: after the meeting, the group indicated that the original fee quote should have been \$21,670). The Board discussed ways to involve the Town, including with the potential expense.

### **Approve 2023 Annual State Report**

Note that the numbers in the report do not exactly match the way we process our numbers. Overall, our program attendance for 2023 was up significantly, as was our visitors to the building and our E-circulation. Our reference desk circulation was up and we have shifted to a net provider as opposed to a net borrower. Regarding total other material, there was a decline which is an anomaly due to a change in how they pull the numbers for their report. They did red flag the Library Trustee Oath of Office dates and the Director clarified that we were always in compliance. The Board voted to approve the report.

#### **Discuss Communication to public on Trustee Meeting**

The Board reviewed our process for posting our meeting dates, including meeting minutes, website, social media, town publication, and also filed in the Business Office of the Town.

#### **Discussion on updates to Trustee Handbook**

The Board postponed as they did not have anything up for discussion at this meeting as the Board members are reviewing the Handbook.

#### **Proposal to provide pizza lunch for National Library Worker's Day**

The Board approved a proposal to provide a meal for National Library Workers' Day. It will not exceed \$500.

#### **Upcoming Meetings**

The upcoming Board of Trustee meetings will be on the following dates at 6pm: April 17<sup>th</sup> May 15<sup>th</sup>, June 12<sup>th</sup>, July 17<sup>th</sup>, August 28<sup>th</sup> (budget meeting only).

#### **ADJOURNMENT**

There was a motion to move to executive session to discuss a personnel issue. The public meeting concluded at 8:05pm.