

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, April 17th, 2024

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

The public meeting commenced at 6:00pm.

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 rolled over one of the Library T-Bills for 6 months and another one will be rolled over to a 3-month.

Approval of Invoices:

The Board approved the following invoices: 3/11, 3/14, 3/18, 3/20, 3/29, 4/9, 4/11, 4/15.

Circulation Report

The library is now a net lender instead of a net borrower so circulation numbers include renewals and ends up inflating some of the numbers so we need to extract the items vs. the circulations. Our webpage usage was higher in March than it had been before, and the library has a goal of increasing these numbers. The library had a high foot traffic as well, including traffic from Read Across America.

Budget Report

The Board reviewed the revenue and expenses. With the current open positions, we will be under-budget. The projection in the part-time line will allow the library to hire additional part-time assistants.

Director's Report

The Board reviewed the Director's Board and raised the question of increasing outreach to

special education resources. The Board also discussed the sprinkler system and other repairs needed. The Board requested a repair and maintenance line for the past 3 years to consider what needs the library consistently has. We will have an update in May for the E.V. charging stations. The individual study rooms will now be called individual study cubicles since they do not have a ceiling. We are putting together the equipment order for the Kindle grant. We have a new teen librarian who has gotten off to a great start in programming with the library. The Board received updates on the various grants and projects associated with them.

Friends of the Library Update

The Library Giving Day brought in \$3,000. The Board congratulated the Director on her appointment as President of the Public Library Director Association.

Investment Committee update

There were no additional updates aside from the T-bill discussion of earlier.

OLD BUSINESS

Alice Marem Estate Bequest Recognition

There is an upcoming meeting to discuss the tree planting.

Lothrop Associates

The Board received and began initial review of the Lothrop feasibility report. The Board tabled further discussion so they had more time to study the proposal in depth.

Update on Future Capital Campaign

The Board reviewed the Capital Campaign proposal and discussed the components of this proposal. The group will come back for the May meeting. The Board postponed discussion of the recap campaign video.

NEW BUSINESS

Upcoming Town Supervisor meeting

The Board discussed the upcoming meeting and key talking points, particularly focused around the potential library expansion. One question that came up is whether a bond is possible and what would be the challenges in going that route. The Board will discuss possibilities of a partnership with the Town to consider how to best provide the public what they need, based on the public survey.

Wetlands Surveyor

The Board reviewed the wetland surveyor proposal, but the Board would like to see the direct proposal from the company that would be hired to do the work. One question raised is whether the Town could handle the surveying.

Age Participation Policy

The discussion for policy for age participation in children's room was postponed pending gathering of more data.

Upcoming Meetings

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

ADJOURNMENT

There was a motion to move to executive session to discuss a personnel issue. The Director was invited to stay. The public meeting concluded at 7:55pm.