

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, May 15th, 2024

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

The public meeting commenced at 6:08pm.

PUBLIC COMMENT PERIOD

There was no public comment.

REGULAR BUSINESS

Approval of Minutes

There were two minor corrections to the minutes and then the Board approved the minutes.

Treasurer's Report:

The Board members had no questions regarding the report.

Approval of Invoices:

The Board approved the following invoices: 4/22, 4/30, 5/8, and 5/13.

Circulation Report

Book circulation is up 4% year-over-year and e-circulation is up 40%. Reference questions are also on the rise with a 30% increase. This may be tied to higher foot traffic and a shift in the phone tree, so information is being tracked better. Some key programs in April that yielded strong attendance included the Taylor Swift friendship bracelet event and the Taylor Swift trivia night. The Library also gave away eclipse glasses, prioritizing card holders. The "Caturday" event, partnered with a pet adoption organization had kittens available for playing and over 300 people in attendance. A question came up regarding the decline in year-over-year usage by Cortlandt residents and potential efforts to increase awareness of services.

Budget Report

The Board reviewed the budget report and the current fund balance.

Director's Report

Some highlights noted were items that will be proposed for upcoming grant opportunities, plans for the library to gain a notary public, and upcoming staffing. Staff members are also applying

for various grants, including a potential opportunity to digitize some of our microfilm collection.

Friends of the Library Update

The Director, based on collaboration with the various department leaders, made a proposal request for the Friends of the Library. They approved an interim budget for June and July and there will likely be a significant cut to their support due to a lack of funds. There are no immediate plans for new major fundraising and there has been a freeze on spending through this fiscal year, which is the end of May.

Investment Committee update

There was no update on this Committee.

OLD BUSINESS

Alice Marem Estate Bequest Recognition

The tree has been planted and the Board approved the wording for the plaque.

Lothrop Associates Building Renovation Master Plan

The Board did not have any new discussions regarding these plans.

Wetland Survey Proposals and Discussion

The Board was updated with a new proposal, after discussion with the Town Engineer, for a partial wetland survey with significant reduced cost. There may also be some current surveys available for use. While discussing these surveys, the board members also discussed potentially converting from a septic system.

Update on Future Capital Campaign

The Campaign Counsel.org came to discuss their proposal for the capital fund feasibility study. There is an internal audit stage that explores readiness and systems are in place for this campaign. The external side explores community leaders and begins to shape the campaign by identifying major donors and leaders. This culminates in a report that includes leaders and donors and potential outside funders. The Board discussed options for engaging this group in this work.

Policy for Age Participation in Children's Room

This topic was postponed pending gathering of more data.

NEW BUSINESS

Alice Marem Tree

The Board discussed an announcement for the tree dedication and possible event.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:

June 12th, July 17th, August 28th (budget meeting only).

ADJOURNMENT

The meeting concluded at 8:12pm.