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.