

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, June 12<sup>th</sup>, 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 6:01pm.

### **PUBLIC COMMENT PERIOD**

There were no public comments.

### **REGULAR BUSINESS**

#### **Approval of Minutes**

The Board approved the minutes with some minor changes.

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

There was no new information to report.

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

The Board approved the following invoices: 5/15, 5/16, 5/21, 5/22, 6/7. It was clarified to the Board that the ARPA grant is funding the electronic fireplace, used for ambience versus heat.

#### **Circulation Report**

Our book circulation in many categories was lower month-over-month and year-over-year, with the exception of children's books. This shift will be monitored, but may be influenced by our network being down for a few days. E-circulation is up 38%. The item usage by the Town of Cortlandt was up this month. Young adult programming will increase after the most recent report as it did not include the school visits.

#### **Budget Report**

The Library received a small refund this past month of \$2100 due to miscellaneous income based on an overpayment made in error to Logically Inc. for the data network rewiring. We are currently under in our full-time salary line due to the unfilled positions. We have already exceeded our natural gas budget for the year. This budget number is calculated by the Town.

### **Director's Report**

The Library received a grant for programming from Senator Harckham's office. There is time to decide how to use it. The Library is closing out the 2022 grant. The 2025 grant portal has just opened and the library will focus on needed roof repairs. The Director reported challenges with the procurement processes where it is difficult to find vendors willing to give quotes. The Board discussed the new loaner Kindles and the way that the kindle loaning will work. The EV Charging stations may be installed in the next few months. The Board discussed programming opportunities for small business organizations and potential relationships to develop to explore this.

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

The Friends of the Library discussed budgeting and will get back to the library on what they may be able to fund.

### **Investment Committee Update**

There was no new update.

### **OLD BUSINESS**

#### **Lothrop Associates Building Renovation Master Plan (feasibility study)**

The Board discussed the Lothrop report and next steps for the report and the project.

#### **Wetland Survey proposals and discussion**

The Board voted to move forward with the wetland survey by contacting the Planning Department and Engineering Office to proceed with their vendors with the most recent quotes.

#### **Discuss campaign proposals and make selection of campaign firm**

The Board discussed some additional questions to ask from the campaign firm.

#### **Policy for age participation in children's room**

This discussion was postponed pending gathering of more data. Arc Westchester will be coming to the next Board meeting.

#### **Patron ban**

The Board clarified some practices around the patron ban. There was no board approval needed for enacting existing policy.

#### **Discuss plans for Alice Marem tree dedication**

This discussion was postponed until July

### **NEW BUSINESS**

#### **New study rooms**

The Board discussed, voted and approved the new policy.

#### **Tutoring Policy**

The Board discussed, voted and approved an update to the tutoring policy.

**Presentation by Keaton Wolf, Eagle Scout**

The Board was visited by Eagle Scout Keaton Wolf to present a proposal to build two cedar benches to contribute to the space of the library. The Board voted to approve Keaton Wolf to move forward with his proposal. Going forward, the Board would need to receive further information about wording on any future plaques that would accompany the two benches. The Board would also need to approve the location and securing of the benches. The Board also clarified that the Library will not provide any funding and there can be no fundraising using the Library's name.

**Upcoming Meetings**

The upcoming Board of Trustee meetings will be on the following dates at 6pm: July 17<sup>th</sup>, August 28<sup>th</sup> (budget meeting only), and September 25<sup>th</sup>

**ADJOURNMENT**

The public meeting concluded at 8:53pm.