

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, July 17th, 2024

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

Excused: Barry Erenberg (Treasurer)

The public meeting commenced at 5:55pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Board reviewed an amended May report and the June report. The Board discussed the dropping rate of the I-bond and our accessible funds are a bit low. The Board considered shifting those funds to a cash account.

Approval of Invoices:

The Board approved the following invoices: 6/12, 6/14, 6/26, 7/2, 7/3, and 7/9.

Circulation Report

Our book circulation illustrates the shift from traditional books to e-books. For adults, the traditional circulation is down 42% and up 35% in digital material. The YA books are on the rise and the children's books are steady. The library is also establishing a new young adult reference desk. We are on track with computer usage and foot traffic to be aligned with the previous year and for item usage by the Town of Cortlandt. Since our community room was closed for renovation during some months of the winter, it is affecting some of our numbers, including the increase of new members. We are still on track, though, to increase our program numbers. In particular, we are increasing our YA programs. The Summer Reading Kick-off party had an extremely strong showing.

Budget Report

Regarding our passport program, while the Library proposed \$7500 as our projected budget, the finance department budget projected \$9,000 for the passports. It is not likely we will reach that amount. The ink and toner line is no longer sufficient. The Library will need to increase the ink line. The Library will also need to increase our natural gas line. The Library also had an unexpected expense for car maintenance. A key issue is the cap on the increase of librarians. Note that the Unions, at this time, are requesting 4%. This could affect our current tax cap. The Library would like to advocate for a facilities manager if that's possible.

Director's Report

The Library will soon be receiving the new study room furniture. The Library has been having issues with the men's toilet, which will need to be fixed. The Board reviewed some recent grants and donations. Included in these "gifts," the Library received a check from an artist who was displaying last month. Stewart Tile Found donated some funds as part of their community service award. The Library is considering using this for furniture for new teen space. The Library is anticipating an increase in WLS prices to maintain all our computers. The Library is also beginning to offer free menstrual products. The Library has begun planning for the haunted house.

Friends of the Library Update

They approved their yearly budget

Investment Committee Update

There was no new update other than the discussion the Board had within the Budget discussion.

OLD BUSINESS

Alice Marem Estate Bequest Recognition

The Library hosted the tree dedication ceremony today.

Wetland Survey Update

A 1990 survey of the library grounds was located and will be usable. The stream channel is clearly defined and we will be able to move to the next step of flagging with the Department of Environmental Conservation.

Update on future Capital Campaign

The Board discussed concerns about the current estimates received for the projected expansion. An option is the group we hire going forward with testing a range in the philanthropy community for raising 10-20 million. In addition, the Board discussed possibilities of an annex, which would not necessarily be connected to the capital campaign. The Board voted on a motion to retain the capital campaign group, Campaign Counsel, to commence to do an internal audit community analysis to determine how much money is in the philanthropy community to assist in the expansion community.

Policy for age participation in children's room

The Library discussed challenges created in working to accommodate and support various groups visiting the library, particularly adults with disabilities. The Board considered policies for group visits. The Board will return to this discussion at a later date and postpone the age discussion for a future date.

NEW BUSINESS

Presentation by The Arc Westchester (moved to the top of the agenda)

The Arc Presentation discussed individuals with various disabilities/differences and made suggestions on ways that the library can support this population as well as use this information to inform any potential policy issues that could be raised.

Eagles Scout Update

The Eagles Scout project is moving forward.

Collection development Policy Update

Our current collection policy was missing discussion on the general collection. The Board began review of a new collection policy. The Board voted and approved The Collection Development Policy with formatting and other changes as suggested.

Air Temperature Policy for Discussion and Approval

The Board reviewed the air temperature policy, made some minor edits and voted to approve the Air Temperature Policy.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:
August 28th (budget meeting only), September 25th, and October 16th.

ADJOURNMENT

There was a motion to move to executive session to discuss a salary matter. The public meeting concluded at 8:40pm.