

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, August 28th, 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 were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

There was no new information to report. The Board discussed the decision about potential investments of library funds.

Approval of Invoices:

The Board approved the following invoices: 7/15, 7/16, 7/19, 7/22, 7/25, 7/29, 7/31, 8/1, 8/2, and 8/6.

Circulation Report

Postponed for Budget Meeting.

Budget Report

In lieu of a regular budget report, the Board conducted a full budget meeting.

Director's Report

Postponed for Budget Meeting

Friends of the Library Update

Postponed for Budget Meeting

Investment Committee Update

Postponed for Budget Meeting

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 Update

The Board postponed discussion for the annual budget meeting.

Update on future Capital Campaign

The Board reviewed the contract for the capital campaign firm and began to set up appointments for interviews.

Policy for Age Participation in Children's Room

This discussion was postponed due to annual budget meeting

NEW BUSINESS

Presentation by Keaton Wolf, Eagle Scout

The Board was visited by Eagle Scout Keaton Wolf to present the benches for the library. The Library Board commended Keaton on his successful completion of the project.

2025 Town of Yorktown Operating Budget

The Board conducted its 2025 Budget Proposal. Key takeaways from this meeting:

- All salaries with the exception of the director are based on union contracts, 2.5% plus steps.
- The Library realized significant savings in the salary line over time due to retirements and hiring at lower levels.
- The Library is open 60.5 hrs/week and approximately 340 days/year. The library needs additional full-time staff in order to be able to expand services, particularly in the area of a librarian that is a specialist in IT and data.
- The overtime line was cut in 2021 but the Library needs these funds to support the additional hours and service needed. The Library needs full-time staff covering the weekends with the additional support of part-time librarians.
- The library needs restoration of the cuts made during the Pandemic.
- The Library Benchmarking indicates that in the past few years comparatively, we offer much less/hour than similar libraries in our area. We then began a plan to increase our hourly wage to become competitive over time. In order to continue to progress towards being competitive, we need additional funds in our part-time line.

- The Equipment line was zeroed out in 2022 but the library needs it restored here. In particular, we do need to eventually replace the copy machine and additional office supplies, such as ink and toner.
- Regarding Utilities, the library is over-spending on the telephone and natural gas.
- The Library materials line has gone down from previous years. This includes our digital databases and streaming services. We need these additional funds, which were cut during the Pandemic, restored in order to provide necessary service.
- The Maintenance Line in previous years has a large amount of funds in it because the library was consistently drawing from this line for many different types of spending, including software. For accounting purposes, some of these funds were shifted to a different line. The Library needs additional funds since most of these vendors increased their contracts.
- We are overspent for our dues for professional organizations.
- The Library needs restoration of the programming budget to continue with the level of programming needed and demanded by the community.
- The Library has been told there was a miscalculation in previous years so we lost funding in our Insurance but in 2025 we see the line, whose allocation is pre-written in by the Town, increasing.

The Board discussed the implications of not receiving restoration of the budget, including the possibility of not opening on Sundays, although that would not be responsive to the needs of the community.

The Board also discussed revenues, including an increase from the Town of Cortlandt for library services. We are also receiving some revenue from passport feeds and will need to use some of our fund balance to absorb some costs.

There was a motion to approve the budget presented to the Board for the 2025 year. The Board voted unanimously to approve the budget..

2025 Town of Yorktown Capital Budget

The Board reviewed and had no additional questions on the capital budget.

Hyatt House Local History Collection/Verizon donation \$750

This was postponed due to a library budget meeting.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:
September 25th, October 16th.

ADJOURNMENT

The public meeting concluded at 7:37pm.