

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, October 16th, 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 6:03pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Library Board reviewed the treasurer's board. The larger of the T-bills was reinvested for six months.

Approval of Invoices:

The Board approved the following invoices: 9/21, 9/24, 9/30, 10/4, and 10/7

Circulation Report

There is a continuation of the trend of the circulation stats similar to where they were the previous year. This is largely being driven by our YA and children's books. The adult readership is migrating to e-circulation. We are up 30% on e-circulation. Our total circulation of all types of items is up 10% and our reference questions are also on the rise. The Library's programming is also higher compared to previous year at this point last year in terms of attendance. The Library's foot traffic is continuing to rise. The Library is in discussion to move to auto library card renewals. The Library is also looking to conduct outreach with new homeowners when they receive their first tax assessment.

Budget Report

The Library is currently at 90% of the fine projection. The interest earnings are higher than originally projected on our fund balance. The Town is predicting an increase in the Library's insurance cost.

Director's Report

The Library's phone system is currently being replaced. The Library will now be on the same system as the rest of the town. The Library received several donations from some patrons which will be deposited in the Library's account. The NY Forward and DRI grants are being submitted by the Town but will have components of the library needs within them. It will be proposed as part of a downtown revitalization project, including potentially a streetscape and some pocket parks.

Friends of the Library Update

The most recent book sale fundraiser, including additional membership to the Friends of the Library, brought in \$5,958.

Investment Committee Update

Investments were discussed in the Treasurer's Report.

OLD BUSINESS

Wetland Survey Update

On October 3rd, the Town Engineer was here with the DEC and placed flags to make progress for this study.

Update on future Capital Campaign

Kevin Wallace virtually attended the Board meeting to offer a capital campaign update report. He explored the initial report and the commitment of the Board to move forward with a capital campaign as well as a need to conduct interviews with community leaders and potential philanthropists to assess their desire for contributing to the mission to improve the library.

Policy for Age Participation in Children's Room

This discussion was postponed for the future as we are waiting on information from the Westchester Library system.

2025 Town of Yorktown Operating Budget

The Town Board is going to break the tax cap by going over the 2% but it will still be a tight budget due to the high insurance costs.

NEW BUSINESS

Introduction

The Board met the new social worker intern for the library, who will be introducing new wellness activities.

Scheduling of the meeting dates for 2025

The Board scheduled future meeting dates: January 15th and February 26, March 19th, April 9th, May 21st, June 18th, July 16th, August 20th, September 17, October 15th, November 19th, December 17th.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:
October 16th, November 20th, December 18th, and January 15th.

New Agenda for upcoming meetings

The Board will review the bylaws regarding the selection and appointment of new board members.

ADJOURNMENT

The public meeting concluded at 8:15pm.

Executive Session

There was a motion to move into executive session to discuss a salary issue and a potential legal matter.