

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, September 25th, 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 6:02pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Board discussed whether the Library accounts were becoming low on liquid cash and to rethink the next investment of the T-bill. There was a motion to withdraw \$20,000 from the T-bill that will roll over from next month to go over into the money market account.

Approval of Invoices:

The Board approved the following invoices: 8/13, 8/14, 8/16, 8/23, 8/28, 8/29, 9/9, 9/19, 9/20

Circulation Report

Most of the materials that are going down in circulation are because they are in formats that are declining. Total book circulation is up 1% with the main driver being children's non-fiction. Note that the e-material circulation is up 33%. We are up 11% year-to-date. It was also noted that our reference questions are on the rise. We have a new YA reference desk which is already beginning to get questions. Our computer usage is returning, which had been a concern in previous years. Our webpage usage has been increasing. Our foot traffic during the summer was at an all-time high in the past five years. The Cortlandt patron usage is on the rise. The Library is also increasing our new patrons.

Budget Report

The library budget is a little below projection in our passport fees projection but we will likely come in closer to what had been the Library's original projection. It was noted on our expenses that in the month of August, we had a high number within the salary line, which is because of the additional pay period in July. Our overages are not unexpected and are within areas that are out of our control, including the natural gas, our insurance, and the gifted vehicle.

Director's Report

The Board discussed the awarding of a new grant that will be a matching grant through the NYS Department of Education Construction Aid for Libraries and will be used for building repairs, furniture replacement, the creation of a teen-friendly library section, and the installation of audiovisual equipment in the community room. The Board also discussed plumbing issues in the men's bathroom. The application for the 2025 grant has opened and has been initially approved to the State level for approval. The walkway was repaired and done through the Town's maintenance staff, although it did affect the library overtime line as we had to pay overtime to the Town's employees. The EV charging station chargers are now approved so we can move forward with this process. We did the ribbon-cutting for our study cubicles. Our pilot program with the Adelphi University social work student is proceeding and the library is seeing what types of services she can contribute, including de-escalation training for our front-facing staff. The Library also had a high school student transform our book bins.

Friends of the Library Update

The book sale is coming up in the coming weekend.

Investment Committee Update

Investments were discussed in the Budget discussion.

OLD BUSINESS

Wetland Survey Update

The Town Engineer reached out to the Department of Environmental Conservation to explore the wetland question.

Update on future Capital Campaign

The Board individually met with the capital campaign firm for interviews. The Board discussed their potential role in the upcoming capital campaign. The internal audit will be the first deliverable from the company that is working on assessing the opportunities for a capital campaign. We may need to consider the services of a non-profit attorney before we get to the point of when we are collecting money.

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

Our PT salary line was discussed as the Town does not want to increase this line. The library

requested this additional funding to be competitive with our benchmarking for competitive salaries. The Board discussed how the library does not want to cut hours. We should hear final budget decisions from the Town in October.

2025 Town of Yorktown Capital Budget

There was no update on the capital budget.

NEW BUSINESS

Hyatt House Local History Collection/Verizon donation

Verizon has donated \$750 on behalf of one of their employees and his volunteer hours. The funds will be used to update our John C Hart portrait.

The Town of Yorktown Press Release on NY Revitalization grants

There will be an open call for projects aiming to secure a NY grant and the Library will likely apply for this grant for its expansion.

Scheduling of the meeting dates for 2025

The Board scheduled some January dates: January 15th and February 26th

Early Holiday Closure

The Board approved early closure on 11/27, 12/24 and 12/31.

Upcoming Meetings

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

ADJOURNMENT

The public meeting concluded at 8:53pm.