

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, December 18th, 2024

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

Remote: Barry Erenberg (Treasurer)

The public meeting commenced at 6:06pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes pending minor edits.

Treasurer's Report:

The Board approved the treasurer report.

Approval of Invoices:

The Board approved the following invoices: 11/18, 12/3, 12/9

Circulation Report

The library increased the YA book circulation 25% year over year. There was an 8% increase in children's books, and a slight decline in adult books as they are moving into e-books. There was a reduction in our Freegal music streaming. Our grand total circulation is up 7% over last year, primarily driven by digital circulation. We are likely to exceed our circulation totals from the previous year by around 200,000. Our Website traffic is continuing to increase.

Budget Report

We can project that the Library will be under the projection in passport fees, although we were likely over-projected. Fines are as expected. We did receive a credit for more interest earnings in the fund balance than we were expecting. In terms of expenses, we may be slightly over in our Sunday helpline but there is enough to cover it in our regular salary line. This is a result of the

need to have our full-time staff be present on Sunday. Our medical insurance was over-projected and will go into our fund-balance.

Director's Report

The Board discussed the approval of the digital signs. The Board discussed upcoming personnel hires and changes. The Board discussed potential donations.

Friends of the Library Update

There was no new update.

Investment Committee Update

There was no new update.

OLD BUSINESS

Wetland Survey Update

There was no new update

Update on Capital Campaign

The interview slots are beginning to fill up. The Board would like to see the script for the interviews. The Board discussed planning for the influx of capital funds.

Policy for Age Participation in Children's Room

The Board postponed this discussion.

2025 Town of Yorktown Operating Budget

The Board discussed the upcoming budget.

Update on Girl Scout Gold Award project request

There was no new update on this project.

NEW BUSINESS

Begin Discussion on security at the library

There has been an increase in banning patrons and people coming to the library from outside the community, creating security concerns in the library. The Board discussed options for making sure there is strong security in the library and the staff are well-trained to respond to any issues. The Board requested the library put together a larger security plan, which includes a safety manual and training.

Establish a Bylaws Review Committee

The Library Board will use the next few meetings to discuss the bylaws rather than create a separate committee.

Stipend

The Board voted to approve a stipend to compensate staff for writing the annual report.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:
January 15th, and February 26th, March 19th

There was a motion to move into executive session to discuss an employee evaluation.

ADJOURNMENT

The public meeting concluded at 8:06pm.