

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, January 15th, 2025

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

Remote: Barry Erenberg (Treasurer)

The public meeting commenced at 6:02pm.

PUBLIC COMMENT PERIOD

There were no public comments. There was a typo that was corrected.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes.

Treasurer's Report:

The Library has a T-bill expiring and the Board discussed reinvesting the funds. The Board voted to renew for three months.

Approval of Invoices:

The Board approved the following invoices: 12/13, 12/18, 12/30, 12/31, 1/7, and 1/8

Circulation Report

The State has changed some definitions of how categories are labeled so this will change some of our annual reporting. In 2024, we answered over 35,000 reference questions. Our YA book circulation has reached an all-time high and has gone up almost 12%. The Board praised the work of the new YA librarian Colin Russell. Our children's book has gone up 4%. Our overall book circulation went up 2%. Our E-books have gone up 19%. The Library is studying physical magazines, whose circulation has been reducing as people convert to E-magazines. The library will reconsider its magazine circulation. Our grand total circulation for 2024 was 7% and is at 371, 900 out of this library in a year.

Budget Report

The 2024 year-end numbers, while not completely finalized, as of 12/31, our revenue landed higher than expected. This is mainly driven by the increase from the Town of Cortlandt. The other drive was the higher interest earnings on our fund balance. Our expenses for the over-time line were over due to the need for full-time staff on Sundays but we were under in our salary line. Our projected insurance numbers were over-projected so that also resulted in some savings.

Director's Report

The Board asked for clarification on professional and life coach partnerships. This will include a series of programs to the public. The outdoor sign replacement is moving forward. The Library will also have arrows on the driveway courtesy of the Highway Department. The water heater needed an emergency fix at the end of December. We restarted our 2023 construction project. Feb 5th is Library Advocacy Day.

Friends of the Library Update

They are working on library giving day in April.

Investment Committee Update

Investments were discussed in the Treasurer's Report.

OLD BUSINESS

Wetland Survey Update

They are waiting for the GPS equipment to arrive and then they will be able to proceed.

Update on Girl Scout Gold Award Project

The Board received an update from the Girl Scout and updates on her proposed project. She responded to feedback from the Board and adapted her campaign. The Board discussed connecting her to the social work intern for input on developing the mental health awareness campaign.

Update on future Capital Campaign

Kevin Wallace attended the Board meeting to offer a capital campaign update report. He is currently in the middle of interviews with community members.

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

It was approved as proposed with the exception of salaries, which will be dictated according to the union negotiated contract.

Review Draft of the Library Safety Plan

The Board discussed the Draft Safety Plan and discussed components that will be important in developing this plan.

Update of Bylaws

The Board reviewed the bylaws and considered changes in the process for when Library Board of Trustees can be removed. Board members will look them over and highlight them that they want changed for the next meeting. The Board voted to accept the proposed language to be incorporated into our bylaw and to fully replace Article 4, Section 4 of our current bylaws regarding the removal and replacement of Board members.

NEW BUSINESS

Evaluate compliance with DEI Plan (February)

Evaluate compliance with Strategic Plan (March)

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm:
February 25th, March 19th, and April 9th.

ADJOURNMENT

The public meeting concluded at 8:14pm.

Executive Session

There was a motion to move into executive session to cover a stipend for an employee (the Director was asked to stay for this portion) and an evaluation for an employee.