

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, February 26th, 2025

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

Remote: Jean Zappia (Vice-President)

The public meeting commenced at 6:10pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes with a minor correction.

Treasurer's Report:

There were no additional discussions.

Approval of Invoices:

The Board approved the following invoices: 1/22, 1/23, 1/28, 2/4, 2/5, 2/11, and 2/12

Circulation Report

Total book circulation is up 3%. E-material was up as well and total circulation was up 7% in January year-over-year. We are also getting higher web page usage and increased foot traffic. The format for the reporting of programming is shifting so that month-to-month numbers will correspond with the annual report. The State indicates that one-on-one programming can no longer count as part of our total main programming numbers. This will also allow the Library to track specific cohorts in departments. Adult programming for the month of January is double from the previous year.

Budget Report

The overtime line was identified as too low in budget negotiations because of the need for Sunday staffing but we did not receive the additional funding we needed so we will need to shift some funds to cover this at some point. The natural gas line is also receiving high usage.

Director's Report

The Board discussed the current grant funding and opportunities for additional funding. The Board also discussed the EV Charging station and how the costs will be embedded into the refilling system. The Board also discussed the introduction of the passport services. The Board discussed the new web accessibility standards for 2027 that require new compliance. The new copy machine is arriving soon.

Friends of the Library Update

They have launched a newsletter and a Chipotle fundraising. Library Giving Day is April 1st. There is also a coffee raffle.

Investment Committee Update

There was no new update.

OLD BUSINESS

Wetland Survey Update

They are waiting for the GPS receiver to arrive to proceed.

Update on future Capital Campaign

Kevin Wallace discussed next steps with Yvonne. They are currently updating their spreadsheets. Round two will commence in April.

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.

Update on Girl Scout Gold Award Project

There was no additional update.

Review Draft of the Library Safety Plan

The Board reviewed the draft of the proposed safety plan.

Review of Bylaws

The Board made a motion to Amend the bylaws in Article 8, section 2 and approved adding into the bylaws a statement that the Board oversees the budget.

NEW BUSINESS

Discussion on Memorandum of Understanding with the Town

The Board discussed concerns about education law and our grant funding and how it is being disbursed. The Town and the Library Board will work on an MOA to clarify how funding is dispensed.

Annual State Report

The Board approved the Annual State Report highlighting key components of the report, including increasing numbers of visits to the building, adulting programming numbers that ended with attendance of 20% higher, and our 32% increase in e-book circulation.

Evaluate initiatives established in 2024

This was postponed for a later discussion.

Legislative Update

There was a proposal to change existing legislation regarding penal law on how lewd acts in public libraries are handled.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm: March 19th, and April 9th. May 21st, June 18th, July 16th, August 20th, September 17th, October 15th, November 19th, and December 17th.

ADJOURNMENT

The public meeting concluded at 8:14pm.