

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, March 19th, 2025

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

Remote: Jean Zappia (Vice-President)

The public meeting commenced at 6:04pm.

PUBLIC COMMENT PERIOD

There were no public comments.

REGULAR BUSINESS

Approval of Minutes

The Board approved the minutes with minor corrections.

Treasurer's Report:

There were no concerns raised with the Treasury report.

Approval of Invoices:

The Board approved the following invoices: 2/25, 3/3, 3/6, and 3/10

Circulation Report

There was clarification on the decrease of e-magazine circulation, which may be impacted by a shift in the ordering of the specific magazines. Books, in total, are up 2% and the main drivers are YA and children's books. Other material circulation is down 17% year over year, which is expected due to the decline of some types of formats. E-circulations are soaring 24% and grand total circulation is up 10% year-over-year. In terms of programs, for children's programming, we are up in almost all areas of attendance, except for off-site programs. Our adult programming numbers have more than doubled since the previous year. The YA department is thriving.

Website foot traffic is strong and we are likely to see the webpage usage increase as more people find out about the *New York Times*, a new addition. It will also allow a searchable database so we will no longer need the microfilm machine.

Budget Report

There was no change in revenue. There were no unexpected expenses.

Director's Report

The Board reviewed some highlights from the report. The Harckham grant has resulted in additional sewing machines, cooking station supplies, and podcasting equipment for additional programming. The notary services will begin but wills are not included as an option at this time. We are waiting for the legislation regarding lewd behavior to be assigned a number. The new caretaker is starting soon. The online volunteer program will begin soon.

Friends of the Library Update

There are some upcoming legislation affecting libraries that the library board was made aware of. The Friends of the Library also let us know that a previous library renovation was based on a bond.

Investment Committee Update

There was no new update. We will look into whether we should put funds into the new capital fund account.

OLD BUSINESS

Wetland Survey Update

There was no new update as we are waiting for the GPS receiver to arrive to proceed.

Update on future Capital Campaign

Kevin Wallace updated our working spreadsheet of contacts to include all the leads we received so we can locate contact information. Thirty people were identified for the next round of outreach. The next round of in-person interviews will be 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.

Update on Library Safety Plan

The Board reviewed the newest draft of the proposed safety plan. The Board voted to approve the safety plan with the understanding that this plan will be reviewed regularly.

Evaluate Initiatives established in 2024

This discussion was postponed.

Evaluate Compliance with Strategic Plan

The Board discussed the progress on measures in the strategic plan and highlighted the need for

another survey of the community. There was some discussion of potential strategies to reach out to non-members of the library both to encourage them to become users but also to solicit their feedback on their needs in the library. The Board also explored a quarterly plan to review the strategic plan.

Library Legislation Update

The Board members were informed about potential concerns regarding revenue that could be impacted by federal shifts in funding, particularly regarding IMLS as an agency.

NEW BUSINESS

Discussion on Memorandum of Understanding with the Town

The Board reviewed a draft of the memorandum and raised concerns in some areas, requesting a follow-up review after clarification from WLS. The Board agreed that this memorandum will be useful as there is regular changeover with town staff, legislators, and board members.

Discuss and approve budget for National Library Worker's Day April 8, 2025

The Board voted to approve a luncheon for the staff to celebrate National Library Worker's Day with a budget that does not exceed \$500.

Discuss Social Media Policy

The Board discussed a new social media policy and also considered the increasing workload of moderating social media. The Board will continue to review the social media policy.

Discuss a gathering with local area Library Boards

The Board discussed the idea of a meeting with local libraries that share coverage of the Town of Cortlandt

Library Openings and Closures

The Board granted permission for opening and closures on the following dates: closure on April 20th, open on Sunday, September 28th for Friends of Library Book Sale, close at 5pm Nov 26th, and close as early as Christmas Eve at 12pm and New Year's Eve at 3pm but in line with any town closure that day.

Upcoming Meetings

The upcoming Board of Trustee meetings will be on the following dates at 6pm: 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 8:00pm.