

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, April 9th, 2025

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 6:00pm.

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: 3/17, 3/20, 3/24, 3/25, 4/2, and 4/3

Circulation Report

It was noted that when the board meetings are earlier in the month, there are sometimes numbers that deviate from the report. Electronic materials are even higher than reported as they were not all posted yet. The Overdrive magazine is down due to a loss of titles that are no longer circulating but may return at some point, based on publisher contracts. We continue to see the same pattern of overall traditional books, adult book circulation is going down slightly but YA and children's material is going up. E-material is going up so the grand total is continuing to go up. Interlibrary loans appear to be going down, likely due to a new app that had technical difficulties, necessitating a switch back to the original system. The Wireless number is higher than it indicates currently on the report. The website usage is increasing, likely due to the new New York Times subscription. The library is looking into clarification on how library cards are issued, particularly for those paying taxes in the town of Cortlandt. Children's program

attendance is down by almost 1000 compared to the previous year. This is likely due to a shift in how some programming is now recorded.

Budget Report

On revenue, the State aid is the final 10% of the 2024/25 of the fiscal year. The expenses are on track for what was to be expected. The Worker's Comp expenses have increased and we are awaiting an explanation from the finance department.

Director's Report

Some highlights of the Director's Report were discussed. The Staff appreciated the luncheon. The sprinkler system is aging and will need to be repaired/replaced. The water meter also needs to be repaired. The library is working with Senator Gillibrand for congressionally directed spending for a book mobile. The Board also discussed concerns over potential loss of federal grant funding. The November 18th Town Board meeting will be at the library. The six week career workshop was successful and we are likely to have the program again at some point.

Friends of the Library Update

They hosted a Chipotle fundraiser and hosted Library Giving Day.

Investment Committee Update

There was no new update. PCSB indicated that there is no charge for the capital account we opened until we begin using it.

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 is proceeding with the next set of interviews.

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.

Evaluate Initiatives Established in 2024

This discussion was postponed.

Evaluate Compliance with Strategic Plan Goal #1

The Board was updated on the compliance with the Strategic Plan Goal. The Board discussed the goal of advocating for resources for the library. We are due for another survey of the community. We have not yet explored soliciting testimonials. We are exploring how to increase non-users. The Board also discussed evaluating programming and raising awareness about the

library's offerings. The Board shared efforts to connect with town leadership. The Library has also been working on increasing community partnerships. We also increased year-on-year budget funds.

Library Legislation Update

The final draft language for existing legislation regarding penal law on how lewd acts in public libraries are handled is awaiting a bill number.

Discuss Memorandum of Understanding (MOU) with the Town of Yorktown

The Board discussed some changes under the proposed MOU.

Discuss Social Media Policy

The Board voted to adopt a new social media policy.

Discuss a gathering with Local Area Library Boards

There was no further discussion.

NEW BUSINESS

Discuss board officer positions

Board members discussed upcoming board transitions.

Appoint new staff members

The Board voted to approve the salaries and benefits with the full-time staff, in alignment with the CSEA contract for town of Yorktown municipal employees for 2025 salaries and steps

Appoint new staff members

The Board voted to approve the hiring of Mark Williams as full time caretaker, step 3 as indicated in the CSEA contract for town of Yorktown, with a start date of March 28th, 2025 and to approve the hiring of Jason Vitetta as a full time Librarian I, Step 1 as indicated in the CSEA contract for Town of Yorktown with a start date of April 2, 2025.

Upcoming Meetings

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

ADJOURNMENT

The public meeting concluded at 8:05pm.