

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, May 21st, 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 6:02pm.

### **PUBLIC COMMENT PERIOD**

There were no public comments.

### **REGULAR BUSINESS**

#### **Approval of Minutes**

The Board approved the minutes.

#### **Treasurer's Report:**

There were no concerns raised with the Treasury report. The T-bill was renewed for 3 months at 4.134 percent and is due to expire on 7/17/25.

#### **Approval of Invoices:**

The Board approved the following invoices: 4/8, 4/10, 4/17, 4/23, 4/29 5/5, 5/6, and 5/7

#### **Circulation Report**

The net book circulation is 1% higher, mostly driven by YA and children's books. The library is revitalizing both the YA and children's collections. E-circulation is up 14%. Grand total circulation is up 5%. The Board discussed various online platforms that the library is using. The Library reported on the increase of YA and adult programming but a decrease in children's programming is being examined.

#### **Budget Report**

The Director clarified for the Board the Worker's Compensation budget as explained by the Town Comptroller. There was a convergence in the budgeting line between two years.

Ultimately, we are likely to save funds on this line in the future. The Board also asked for clarification on the lump sum retirement payment. The overtime line had to shift the amount so

that we can support full-time workers on Sundays. The equipment expenditure was a new copier. The office supply budget also needed to increase, with money transferred from facility maintenance, to allow for some carpeting and furniture. The telephone and security budget was adjusted with ARPA funding as part of a gift from the town. The Board considered getting connected to the sewer.

### **Director's Report**

The new perimeter security system is now installed. The Board also raised concerns over the roof and leaks. Regarding adult programming, the Board discussed the beginning of partnerships with the SCORE organization and follow up will be made about how to maximize promotion and to allow embedding library resources into the presentations. The Board highlighted the newest murder mystery program. There are plans for the EV Charging stations to be located closest to the street in the first 6 parking spaces. The Library is looking at a more extensive HVAC installation than originally anticipated.

### **Friends of the Library Update**

The Library did a presentation to the Friends of the Library to illustrate how the Library spends the funding.

### **Investment Committee Update**

There was no new update.

### **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 completed round two of the interviews. He would like to do two more rounds. The Board decided to postpone the next rounds until Fall and have time to work on what the library wants to potentially propose or pitch.

#### **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.

#### **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 and made some changes to the proposed MOA and will send it to the lawyer for review.

**Finalize agenda for joint board meeting**

It will be July 14th at 6:30pm and will happen at the John C. Hart Memorial Library. The Board voted to sponsor dinner.

**Discuss board officer positions**

There was no new discussion.

**NEW BUSINESS****Introductions**

The Board members were introduced to Jason Vitetta, a new librarian in Adult Services and Mark Wiliams, the new caretaker.

**Review and Discussion of New Patron Survey**

This discussion was postponed.

**Review Board Bylaws**

This discussion was postponed.

**Discussion of social media webinar**

The Board received notes to review from a webinar

**Upcoming Meetings**

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

At 8:43 The Board moved to Executive Session to discuss programming matters and personnel questions.

**ADJOURNMENT**

The public meeting concluded at 9:13pm.