

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, June 18th, 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 6:04pm.

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.

Approval of Invoices:

The Board approved the following invoices: 5/12, 5/13, 5/16, 5/20, 5/22, 5/27, 5/28, 5/29, 6/4, 6/6, 6/9, and 6/10.

Circulation Report

Since February, the number of items used by Cortlandt residents appear to be lower than the previous year. It was clarified that the cards were being issued incorrectly which now makes it appear as if the circulation has gone down. With this correction, we will now have accurate circulation numbers and potential fees from Cortlandt. However, the library is also working with partner libraries for a new campaign to increase use of the library by Cortlandt. Our total circulation is up 6% year over year with YA and e-material being the main drivers. Reference questions are also continuing to rise. Adult programs are continuing to increase. Young Adult programs are continuing to increase. Children's programs are still down but there is a plan in place to increase this area.

Budget Report

All is on target in terms of revenue. In terms of expenses, as expected, our Sunday line will need funds transferred in, in order to have full-timers regularly on the weekends. The library is already at 85% of the natural gas line so this fund will also need to have transfers in.

Director's Report

The Board highlighted the successful presentation on the library at the last town board meeting. The Freedom to Read Act has been passed by the NY State legislature, which will be a protection for libraries to prevent people from banning books. The new caretaker is already making progress on the beautification and caretaking of the library. The HVAC has been experiencing problems. The library director reviewed the grants currently being used or completed. The library also received a donation. There are delays in the installation of the EV Charging stations.

Friends of the Library Update

They recently approved a budget for some of our 2025 library programming.

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

The Board is working on a vision to offer for future capital campaign discussions. The Board will research emerging trends in library services to help inform this vision.

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

The Library Board reviewed some of the previous initiatives of the library to study their success.

Library Legislation Update

There was no new update.

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

The attorney offered an estimate for reviewing the MOU. The Board decided not to proceed with attorney review at this time. The MOU will be sent to the Town.

Finalize agenda for joint board meeting

The meeting will be July 14th at 6:30pm and will happen at the John C. Hart Memorial Library.

NEW BUSINESS**Review and discuss new patron survey**

The Board made a few adjustments to the survey.

Review board bylaws – Article IV, Sections 1, 2, 3

The Board reviewed the bylaws to clarify a contradiction.

Discussion of social media

The Board reviewed the statistics of social media and considered our social media policy and practices.

Discuss/approve update to Patron Code of Conduct Policy

The Board voted to approve a language change in the Patron Code of Conduct Policy.

Upcoming Meetings

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

ADJOURNMENT

The public meeting concluded at 8:56pm.