

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, July 16th, 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 6:06pm.

### **PUBLIC COMMENT PERIOD**

There were no public comments.

### **REGULAR BUSINESS**

#### **Approval of Minutes**

The Board voted to approve the minutes.

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

The Board reviewed the treasurer's board.

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

The Board approved the following invoices: 6/16, 6/17, 6/21, 6/23, 6/27, 7/1, 7/3, and 7/8

#### **Circulation Report**

There was a jump in the "comics plus" of our electronic materials. Our grand total circulation is 3% higher than this time last year, with the main drivers being the increase in circulation of young adult books and the e-materials. Reference questions are also increasing. Our new card issues were down compared with June 2024 so we will be watching this number. Adult programming attendance for adults is 20% higher than at this point last year. Young adult attendance in programming is up 22%. The summer kick-off event was extremely successful.

#### **Budget Report**

Overall, the budget is on target. We are watching the salary line. We will request an increase of the Sunday budget line for 2026, as we requested last year. We are also monitoring part-time salaries. We are anticipating adding another full-time person for 2026. HVAC repairs are impacting our maintenance line, but there are still available amounts.

### **Director's Report**

The EV charging stations are still not ready for installation and the issue of location has come up to the Town Board. There are some site control issues coming up within the library regarding state requirements and grant qualification. The 2023 grant is near completion. Our AV installation should begin at the end of August. We are proposing a new grant to renovate both lobbies. The Board mentioned the painting on the exterior that may need updating.

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

The membership drive was successful. Their various raffles resulted in 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**

The Library Board received a schedule through the end of the year, which includes additional interviews and an eventual feasibility study. The Board will request another meeting with the capital campaign firm to explore ways to be more effective in the presentation of the library 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.

#### **Library Legislation Update**

There was no new update.

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

The document is currently with the Town, where it is currently under review.

#### **Discussion of the joint board meeting**

Some questions that came up are that we have a comparably smaller number of trustees and also we were the only library that was not an association. The Board would like to look into what is involved in increasing the Board membership.

### **NEW BUSINESS**

#### **Status of Open Trustee Position**

The Board discussed reviewing the candidates.

### **Library Surveys**

There have been a significant number of responses to the library survey. The Town website and e-blast has been helping for promotion.

### **Review Strategic Plan Goal #2**

The Board discussed advances in the area of expansion of the digital experience and created a system to evaluate the progress toward the 3-year goals.

### **Discuss 2026 Budget**

The portal is not open yet but the Board has this as their agenda for the August meeting.

### **Policy on Library Loan**

The Board discussed policy when patrons damage a book. The Board voted and approved a motion to add a replacement policy clause to our loan policy.

### **Upcoming Meetings**

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

### **Executive Session**

At 8:43 there was a motion to move to executive session to discuss a personnel issue.

### **ADJOURNMENT**

The public meeting concluded at 8:54pm.