

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, August 20th, 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 6:32pm.

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: 7/21, 7/28, 7/29, 7/30, 8/7, 8/11 and 8/14

Circulation Report

There was no discussion of the report since the focus of this meeting was on the Budget.

Budget Report

See below discussion of the new Budget proposal.

Director's Report

There was no discussion of the report since the focus of this meeting was on the Budget

Friends of the Library Update

There was no new update

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 met with Kevin Wallace to discuss the progress of the feasibility capital campaign initiation phone calls.

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 Board is currently in discussion with the Town regarding questions over the MOU.

Update on library patron survey

The library patron survey is underway and key results will be shared for the Board to incorporate within the vision for the library.

NEW BUSINESS

2026 Budget Presentation and Discussion

The Board voted to approve the proposed 2026 to submit before the Town Board. Within the Budget Discussion, the following points were highlighted:

- Some work on trees will need to be done for the safety of the library patrons and the Library will need a budget of \$3,000-\$5,000/year for tree maintenance.
- The building structure and parking lot have maintenance needs
- Part of the challenge is that we cannot use grant funding to maintain town assets, such as building repairs, so the maintenance expenses will need to come from any proposed budget. To keep the Building open, the maintenance line is about \$35,000, but this does not include any repairs of the Building. We anticipate needing \$45,000 additional funding/year to keep up with repairs. In an effort to reach that funding eventually, we propose reallocating funding from contracts and equipment towards these funds in the coming year.
- In terms of staffing, the Library has been successful in becoming competitive with part-time wages and will now focus on maintaining this with regular cost of living wage

increases. Overall, the size of our staff is much smaller than other libraries with smaller service areas and we need additional staff in order to be able to continue to serve the community well. We would like to increase by one staff member in the coming year. We also propose a promotion of one clerk and a stipend for a staff member to serve as the website administrator. The Library hours also necessitates increasing the staff to be able to continue to service the community on weekends and evening hours. The overtime line needs to be restored from previous years as we are over budget in the overtime line.

- The Library will ask for a 6.2% increase in the budget.
- The Board reviewed the Capital Budget proposal submitted to the Town Board. The Board highlighted how many of the capital project investments have been able to be funded by grants

Discussion on increasing number of Trustees

This discussion was postponed until the September meeting.

Discussion on potential charter change of library type

This discussion was postponed until the September meeting.

Appoint Capital Campaign Committee Chair

This discussion was postponed until the September meeting.

Appoint New Library Trustee to begin on September 1, 2025

The Board voted Kathy Law as the next Board of Trustee Member.

Recognition

The Board recognized and thanked Cathey Richey for her ten years of service on the Board.

Upcoming Meetings

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

ADJOURNMENT

The public meeting concluded at 7:36pm.