

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, September 17th, 2025

PRESENT: Cathy Bahan (Member-at-Large), Yvonne Cech (Library Director), Barry Erenberg (Treasurer), Kathy Law-Imperato (Member-at-Large), 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 voted to approve the minutes.

Treasurer's Report:

The Board reviewed the treasurer's report. T-bills will be coming due for renewal. The Board voted to approve rolling over the current T-bill when it matures for another three months.

Approval of Invoices:

The Board approved the following invoices: 8/18, 8/27, 9/4, 9/5, 9/8

Circulation Report

The Director reviewed the circulation report with the Board. In general, the total book circulation is down year-over-year by 3% and the total electronic material circulation is up 10%. Overall total circulation was still up 1%. Our webpage use had its peak in July. There were over 10,000 website sessions. The addition of the *New York Times* likely helped to drive this use. The YA and adult programs are having a 40% increase. The Director acknowledged the work of the librarians in these areas.

Budget Report

We are coming to the end of the third quarter. We are on target for the passport fees and fines. The overtime lines will be over-budget, as we had anticipated, because those lines were underfunded by the Town.

Director's Report

The Board asked for additional details on the grant application. The Board discussed getting letters of support from affiliated groups for an upcoming grant application. The Town Board will be hosting their November 18th meeting at the Library.

Friends of the Library Update

There is a book sale next weekend.

Investment Committee Update

The Board discussed the renewal of the T-bills within the treasurer's board.

OLD BUSINESS

Update 2026 Operating Budget

The Director had the first meeting with members of the Board. It is likely that the Library will need to cut the budget.

Wetland Survey Update

There was no new update as we are waiting for the GPS receiver to arrive to proceed.

Discuss/Create Capital Campaign Committee

The Board discussed appointing the immediate past president to work as liaison with our capital campaign feasibility consultant.

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. The Board discussed the current delays.

Update on library patron survey

This was postponed until next month.

NEW BUSINESS

Visit by Executive Director of WLS, Terry Kircher

- **Discussion on potential charter change of library type.**

The board learned the processes that would be involved to re-designate the library's status. The special legislative library system is an alternate option. The library would need to seek special legislation. The Budget and the Board would both go out for a public vote. Associate libraries are no longer being created so that's not likely an option. If we moved forward with the new status, the Town would no longer be responsible for the library unless we negotiate shared services. If considering going forward, we should consider a feasibility study. The building ownership by the town would make leasing needed. The Board will consider the options here.

- **Discussion on expanding the number of Trustees**

As the Board considers a capital campaign, they wanted to learn more about expanding the trustee options. A manageable range is 5-9, with the need for an odd number. First, we would need to have an amendment to our charter and they would be placed in a standard range. Then, the Board would follow the bylaws revision process and would be able to indicate the number of trustees.

Welcome new board member/Photo of Board Members

The Board welcomed its newest member, Kathy Law-Imperato. The Board postponed the photo.

Discuss bylaw amendment – officer terms

There was a proposal to change the bylaws so that The Board would change officers in the September meeting of the Board. The Board also voted to shift the bylaws so that officers shall serve a term of one year from the meeting at which they are elected and will serve until they are either re-elected or their successors are duly elected. A motion was made and the Board voted to approve the two changes to the bylaws.

Board Officer Election

There was a nomination for Kathy Law-Imperato to become the new President of the Board. The Board voted to approve. There was a motion to re-elect Jean Zappia to be Vice-President of the Board. The Board voted to approve. There was a motion to re-elect Laura Tropp as Secretary of the Board. The Board voted to approve. There was a motion and the Board voted to approve the election of Barry Erenberg to be re-elected treasurer of the Board.

Review Strategic Plan Goal #3

This was postponed for the next meeting

Welcome New Library Board member/Photo of Board Members

The Board postponed the photo.

Upcoming Meetings

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

At 8:21 The Board moved to Executive Session to discuss salaries. The Board voted to move out of executive session at 8:34.

ADJOURNMENT

The public meeting concluded at 8:34pm.