

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, October 15th, 2025

PRESENT: Cathy Bahan (Member-at-Large), Yvonne Cech (Library Director), Kathy Law-Imperato(President), Laura Tropp (Secretary), Jean Zappia (Vice-President)

EXCUSED: Barry Erenberg (Treasurer)

The public meeting commenced at 6:00pm.

PUBLIC COMMENT PERIOD

There were two inquiries. There was clarification that the EV Charging stations will be moved and the town will incur the costs. The other question was regarding the capital campaign which was paused to be discussed within old business.

REGULAR BUSINESS

Approval of Minutes

The Board voted to approve the minutes.

Treasurer's Report:

The Board reviewed the treasurer's report.

Approval of Invoices:

The Board approved the following invoices: 8/18, 9/10, 9/12, 9/16, 9/23, 9/26, 9/30, 10/1, 10/3, and 10/15

Circulation Report

The Board noted the decrease (2% drop) in children's programming year-to-year, which is likely due to a drop in programming during the summer and a need to devote more attention to the collection. Beanstack will be used to replace the earlier summer program that the library was using. This program can also be extended to other types of services. The Board discussed the current arrangement with WLS for Hoopla usage (50% split) and concerns over the rising usage and potential caps in usage being considered by WLS. Adult book usage has shifted to e-books and Young Adult book usage is increasing. Computer usage is typical, and website usage is increasing. The item usage by Cortlandt has gone down 6 percent, which can be attributed to the incorrect protocol in issuing cards that needed to be addressed. We are up 25% year over year for

patrons being added. We continue to have great progress with adult programming and YA programming. There are some gaps in our early literacy programs.

Budget Report

On the revenue side, in the third quarter, we are on target. For expenses, areas of concern are the same as previously notified- the overtime time for Sundays and our utilities. Money is being pulled from elsewhere to cover these expenses.

Director's Report

The library is able to close several grants. The Carvel Foundation is coming for a site visit and will make a decision on a grant around author visits. The Library installed doorbells so that it will be easier for people in the front to be able to reach people in back for additional support. We had our first successful young adult book club. There is concern over whether we can still be a passport center with a new federal decision to not allow non-profits to continue offering this service. The Civil Service will be initiating a transformation where they will have continuous recruitment. They will also be eliminating tests. The Board reviewed the needed repairs that are needed to maintain the building. Most urgent are the HVAC, particularly the air conditioning system and there may be an option to fix the issue in stages and with some grant funding. The Board discussed continuing getting the Town engaged in understanding of the upcoming capital needs for the board. The Board requested any updated information regarding the timeline for the upcoming digital sign.

Friends of the Library Update

The Friends brought in \$6400 from the book sale. The Board praised the organization and success of the book sale.

Investment Committee Update

The Board received a minor update on plans for renewal of our current investments.

OLD BUSINESS

Wetland Survey Update

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

Update on Capital Campaign/Liaison to the Board

Cathey Richey, former President of the Board is continuing her work in recruiting people for meetings with the capital campaign firm. The Board reviewed a report on potential donors.

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.

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 following up with the Town regarding the MOU.

Review of library patron survey

The Board reviewed the results of the library patron survey. The survey indicates that adults, seniors, and children services were used the most. The survey reflected a desire for outdoor reading spaces, outdoor programming space, and increased comfortable seating in the library. There was also a desire for a designated quiet reading room, a dedicated teen room, and a large community room. The website and e-newsletter are popular sites where people hear about programming. The survey indicated a strong desire for Sunday openings all year long and also open later. There was strong support for a library of things. This survey will be useful as we consider ways to grow the library.

Update 2026 Operating Budget

The next level of budget meetings will be on November 6th at 12:30pm

Review Strategic Plan Goal #3

This goal was to attract new patrons. The Board reviewed the plans to increase programming, which has been successful. The Board reviewed ways to increase awareness of the library services. The Library is analyzing the website for ADA compliance. The Library is continuing partnerships with community groups.

Update on Charter Amendment to increase number of Trustees

The Board voted to propose drafting an amendment to our bylaws to change from a membership of 5 to a new range of 5 to 11.

Discussion on potential charter change to Special Legislative District Library and considering a feasibility study

The Board postponed this discussion.

NEW BUSINESS

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: November 19th, and December 17th.

At 7:45 The Board moved to Executive Session to discuss a personnel matter and invited the Library Director to stay. The Board voted to move out of executive session at 7:59pm and no action was taken.

ADJOURNMENT

The public meeting concluded at 8:00pm.