

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, November 19th, 2025

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

The public meeting commenced at 6:07pm.

### **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.

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

The Board approved the following invoices: 10/18, 11/3, 11/6, 11/10, and 11/13

#### **Circulation Report**

For October, the library is seeing a trend of fiction moving slightly higher and non-fiction is going down at a faster rate. Mass market paperbacks are being replaced by trade paperbacks. YA books are having a slight increase in circulation. Our digital material circulation continues to rise, up 12%. The grand total circulation is still on the upward trend of 2%. Our computer usage for public computers is still going strong and our website usage is on an upward trend. Foot traffic is on par with last year. We are watching the Cortlandt usage which currently is projected to be down around 15% due to the change in the formula for how Cortlandt patrons are identified. Adult programming had a 40% attendance increase. YA programs had a 20% increase. Children's programming is slightly down but the library is working on ways to move it forward.

### **Budget Report**

Looking at the revenues, for the lines for which the library has control over, we are currently at or above our projections for this year. We are reaching the end of the year where we cannot issue any additional purchase orders. We are still over in the overtime although this was anticipated because they are routinely underfunded.

### **Director's Report**

The Board reviewed the Director's Report. The roof needs repairs and we are beginning the bidding process. The heating system in the community room is experiencing difficulties and the library is looking for solutions. Grants are being denied or rescinded, which will influence the library's ability to fund programs or special projects. The federal government shutdown also delayed some of the grant processing. The Board also requested an update on the digital sign.

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

They are raising funds through the iPad raffle basket. They are also planning a tea-lovers basket. Pam will run the annual book sale, and they are already accumulating a significant inventory.

### **Investment Committee Update**

There was no additional update.

## **OLD BUSINESS**

### **Wetland Survey Update**

The GPS device has arrived but we are still waiting for them to proceed.

### **Update on Capital Campaign/Liaison to the Board**

The Board reviewed the screening results from the capital campaign company. The next round of interviews will happen in early December.

### **Policy for Age Participation in Children's Room**

The Board discussed the age policy issue that has been a concern at various libraries. The remainder of the discussion was postponed for the future as we are waiting on guidance from the Westchester Library system (WLS). The Board requested that a follow-up workshop or guidance be given from WLS.

### **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.

### **Update 2026 Operating Budget**

The library board met with the town regarding the budget. The Board reviewed the proposed budget. Some highlights from the budget include the following. The library received an increase in salaries due to contract negotiations but did not receive funding for a new position. Our

overtime line and Sunday help line is still underfunded. The Board received some additional funding for the natural gas and rearranged funding from other lines to create a new G/L account for building maintenance to help pay for ongoing structural repairs.

**Approve Charter Amendment to increase number of Trustees**

The Board considered the amendment to the bylaws to change from a membership of 5 to a new range of 5 to 11. Upon discussion at the meeting, the board decided to amend the proposed amendment to a range of 5 to 7. The Board will review this amendment and vote at a subsequent meeting.

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

The Board discussed this potential charter change and considered it further.

**NEW BUSINESS**

**Photo of Board Members**

The Board took the photo.

**Discuss and Approve Staff Holiday Dinner Party**

The Board voted to approve the staff holiday dinner with a budget cap of \$900.

**Upcoming Meetings**

The upcoming Board of Trustee meetings will be on the following dates at 6pm: December 17<sup>th</sup>, January 21st, and February 11th.

**ADJOURNMENT**

The public meeting concluded at 7:57pm.