

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, December 17th, 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 6:00pm.

#### **PUBLIC COMMENT PERIOD**

There were no public comments.

#### **REGULAR BUSINESS**

##### **Approval of Minutes**

The Board voted to approve the minutes with a minor clarification.

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

The Board reviewed the treasurer's report.

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

The Board approved the following invoices: 11/14, 11/18, 11/20, 12/2, 12/3, and 12/8

##### **Circulation Report**

Grand total circulation is up 2% year over year, with the main driver being the circulation of e-material, which is up 12%. Young Adult usage continues to grow. Our 2025 year end number is on track for surpassing the previous year for total circulation. Webpage usage is up significantly, which is largely due to the *New York Times* and the new *Wall Street Journal* subscription. Our foot traffic is on target to be on par with previous year. Our Cortlandt usage will be 6,000-7,000 lower due to a new residency calculation. Programming is very strong, particularly with adult and young adult programming.

##### **Budget Report**

On the revenue side, the passport fees will be coming in almost exactly as we projected. Fines will come a bit short of our projection. On the expense side, we will be on budget because of

excess amounts in our salary lines. Our utilities, as we predicted, will be over the projection but overall, this will even out with areas that we had an excess of funds.

### **Director's Report**

The EV charging station work has begun. Our Hvac continues to cause problems. The State legislators will be announcing the approval of the 2025 grant. Revolutionary War 250 will be celebrated by libraries in Westchester, including our library.

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

The Board praised the work of Susan Kravarik, a tireless Friends volunteer, who recently passed away due. The board agreed to make personal contributions to The Friends in memory of activist Sue Kravarik. The profit from The Friends iPad basket raffle is estimated to be \$1500.

### **Investment Committee Update**

There was no new update.

## **OLD BUSINESS**

### **Wetland Survey Update**

There was no new update

### **Update on Capital Campaign**

Consultant Keven Wallace reported on the latest interviews with community members. Trustees voted to authorize him to conduct one more round of interviews. They voted to have the library director obtain proposals from fundraising consultants for support services during a "capital campaign prep phase."

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

The library will begin a series of trial "all ages" Story Times.

### **Update on Girl Scout Gold Award Project**

There was no additional update.

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

The Board continued discussion of possibilities with the MOU.

### **Update 2026 Operating Budget**

The Board reviewed the final budget, as approved by the town. It was noted that we were unable to obtain funding for an additional librarian position and that continued under-funding of overtime needed for Sunday openings will require adjustments during the coming year.

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

The Board postponed this discussion.

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

The Board postponed this discussion.

**NEW BUSINESS**

**Status of 2024 tax filing**

The taxes are filed.

**Discussion of library lease agreement with Yorktown**

The Board is seeking additional information from the town as a lease agreement is a request as part of a new requirement for State grants.

**Request for menorah lighting on library property**

Town Clerk Diana Quast and Town Councilman-Elect Ilan Gilbert presented a request that in the future, a menorah lighting take place near the holiday tree, which is on library grounds. Trustees will discuss and vote on the request during the January meeting.

**Review of strategic plan**

The Board discussed the progress of Goal 4 which is to improve the facility to meet the evolving needs of the community.

**Upcoming meetings**

Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.: January 21, February 25 and March 18.

**ADJOURNMENT**

The meeting concluded at 8:26 p.m.