

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, March 18th, 2026

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

EXCUSED: Kathy Law-Imperato(President)

The public meeting commenced at 6:08pm.

PUBLIC COMMENT PERIOD

There was a question about the status of the lease with the Town and whether a petition would need to be signed to make clear to the Town the need for the lease so the library can retain grant funding..

REGULAR BUSINESS

Approval of Minutes

The Board voted to approve the minutes.

Treasurer's Report:

The Board reviewed the treasurer's report. PCSB became Beacon Bank so we transitioned our accounts. The interest rate is lower. The Board considered renewing our T-bills for another 6 months. The treasurer will watch our checking balance to make sure it is not too low. The treasurer is looking into reviewing the previous year's tax return.

Approval of Invoices:

The Board approved several invoices for March 9th that are reflected on the warrant sheet. The Director noted a Town Board resolution regarding a recent staff retiree and that the comptroller took funds out of our library reserve, salary line, and the longevity line to go to the former employee. While the Board has no issues with the need for usage of those funds, The Library Board should have been consulted prior to the decisions being made regarding the specific funds and this process should be reflected in a future financial control policy. The Board will follow up to request a meeting with representatives from the Town Board and the comptroller to clarify these policies and make sure that the Board is fulfilling its full legal

fiduciary responsibility. The Board of Regents has a new requirement for various policies. The Board will need to review the new policies and see where changes will need to be made. In particular, the financial control policies are ones that we are out of compliance with, including all payments from the library budget that need to be reviewed first by the Board of Trustees. Going forward, the Board will receive a new report each month that reflects all expenses that are paid. This will serve as a temporary measure until we are able to review all the expenses prior to them being paid, as per the new guidelines.

Circulation Report

Total book circulation is up year over year by 2%, driven mostly by children's book circulation and YA. Our grand total circulation is currently down year-over-year likely because two of our streaming services are declining. For example, we are starting to see a drop in Hoopla and Kanopy, influenced by WLS cutting their budget and lowering the cap, which is affecting user access to these services. Program numbers are similar to the previous year.

Budget Report

Currently, the budget is being used as expected and on target.

Director's Report

The roof bid has been awarded. The EV Charging stations installation is complete. They are now waiting for Con Edison to complete the job. The grant is approved for the outdoor sign and we are currently waiting for bids. A grant was submitted for HVAC work, which we have Division of Library Development (DLD) preliminary approval, pending the lease.

Friends of the Library Update

The Friends will have board elections next month, where they are opening to the option of a co-president. The membership drive will be in early May.

Investment Committee Update

This was discussed in the Treasurer's Report.

OLD BUSINESS

Wetlands Survey

Postponed as there is no new update

Update on Capital Campaign/Liaison to the Board

The Library has received an additional proposal, which the Board will review, along with the other two proposals they had received.

Update on Girl Scout Gold Award Project

There was no additional update.

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

There is no new update.

Update on Charter Amendment to increase number of Trustees

The Board received the paperwork and will likely vote at the next meeting.

Discussion of library lease agreement with Yorktown

The Library continues to discuss the lease agreement and will bring up the new grant proposal. The permissive referendum period for the most recent lease is currently underway. The Director will reach out to the Town to get further clarification of the status.

Request for menorah lighting on library property

This discussion was postponed.

RW250 Update

The library is continuing planning for upcoming events.

Update on Employer Initiated Closure Pay Policy

As a 7-day a week organization, we make our decisions as to closing after 6pm and on weekends so we need a policy that reiterates this. The Board will look at this again at the next meeting.

Connection to Town Sewer

The Library officially sent a request to the Town engineer asking for a cost estimate. We are waiting for this estimate.

NEW BUSINESS

Annual Report to the public for 2025

The Board reviewed the 2025 annual report.

Discussion on Library owned parcel adjacent to Shrub Oak Park

The Board reviewed the map and wants to have more research reviewed to confirm that we own the land. We may need to engage a title company. Parks and Recreation would like to build a trail through that property. The Library Board will need to review this further.

Website contract review

The Board reviewed proposals for website development. Shifting to a new company will allow us to be ADA Compliant for the upcoming requirements for April 2027. This also led to further discussion on branding, which the Board would like to discuss at a future meeting.

Discuss and approve budget for staff lunch for National Library Worker's Day

The Board voted to approve a luncheon not to exceed \$450 for the staff luncheon for National Library Worker's Day.

Discussion of next purchases of bonds

This was reviewed in the Treasurer Report

Upcoming meetings

Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.: April 15th and May 20th.

ADJOURNMENT

The meeting concluded at 8:10 p.m.