

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, February 25th, 2026

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

The public meeting commenced at 6:11pm.

PUBLIC COMMENT PERIOD

The public raised questions about revenue, the electric bill, and the EV stations. The public also wanted further clarification on the Memorandum of Understanding and the Lease with the Town.

REGULAR BUSINESS

Approval of Minutes

The Board voted to approve the minutes with minor clarifications.

Treasurer's Report:

The Board reviewed the treasurer's report. The Board agreed that Barry, as treasurer, will make outreach to the tax attorney.

Approval of Invoices:

The Board approved the following invoices: 1/22, 1/23, 1/30, 2/5, 2/11, 2/12, 2/17, 2/20, and 2/23.

The Board also approved a previous expense that was missing from the warrant sheets because it was paid directly by the Town without first consulting the library. The library approved this expense that occurred on 12/19/25 as a prior expense of \$2,731.24. The Library Board noted that the library should be consulted prior to the expense being incurred as the Board of Trustees needs to authorize every expenditure as part of its fiduciary responsibility for the budget. The Library Director will work with Town Board Member Patrick Murphy to follow up with the Town.

Circulation Report

January circulation is up over December circulation, driven by YA collection and the children's collection. Our digital material is driving the increase in total circulation. We had a strong new card member increase for January. Adult and young adult program numbers are up and attendance in children's programs are up.

Budget Report

Last budget season we decided to create a new category that distinguished fixing things that are breaking versus regular maintenance. The Town Engineer recommended a roofing consultant so we needed to transfer funding to professional services. We also anticipate a future need for services in this line as well.

Director's Report

A contractor provided a spec list for issues with the shingled roof. We are now soliciting bids for proposals. The Comptroller is taking over the EV Charging Station which may be in conflict with guidelines that the Board needs to approve all projects on library property. The library is almost complete with the fire door exit replacement project. Library Advocacy Day was successful in that the Director was able to advocate for various key needs, including restoration of state funding and also specific freedoms, on behalf of libraries. The Director noted that there will be an increase in technology costs. For example, WLS is no longer providing data storage as part of their package. The library is focusing on best practices for use of AI for the staff so they can best support the public. The library will be allowed to continue with the passport program, having certified the designation as a municipal library. The library is also reviewing proposals about the updates to the website.

Friends of the Library Update

April 7th is library giving day and the Friends are planning a table for this date and also a March local author fair at the library.

Investment Committee Update

There was no update.

OLD BUSINESS

Wetlands Survey

Postponed as there is no new update

Update on Capital Campaign

The Board is soliciting proposals from more firms for our March meeting.

Update on Girl Scout Gold Award Project

There was no additional update.

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

This continues to be an ongoing discussion with the Town.

Update on Charter Amendment to increase number of Trustees

The Westchester Library System sent it to the Division of Library Development and it is currently under review.

Discussion of library lease agreement with Yorktown

The Town Board has a resolution that they can sign a lease with the library. The Director contacted an attorney with an expertise on education law. The projected cost would be \$950 to review the lease, bylaws, and other key documents. The library trustees will look at the proposed lease prior to engaging with a lawyer to see if we can simplify the document.

Request for menorah lighting on library property

This discussion was postponed.

RW250 Update

There will be a page on the Town Website to aggregate all the RW250 events. We also are working on the library website and a draft was shared with the Board. Beginning in April, there will be several events each month through September.

Update on Employer Initiated Closure Pay Policy – Town and Union input

There was some confusion with snow days, union contracts, opening times, and how workers were paid. The Board will need further clarification on these issues.

NEW BUSINESS

Approve Resolution to Sign Town of Cortlandt annual contract

There are libraries that share this contract and we are waiting for further information. The library made a motion and approved a resolution of the contract dated February 11, 2026 between the Town of Cortlandt and the Trustees of the John C. Hart Memorial Library for the provision of public library services.

Approve Annual Raises for Part Time Staff

The library has had a plan for the past 4 years to increase wages of part-times to be competitive. We are now on par with our neighboring libraries. The library made a motion to approve the annual raises for clerks, maintenance, and librarians.

Review and Approve Annual NYS Report for 2025

There are new questions as part of the annual report. Some of these new questions involve policies in place to protect financial control. The Director shared the report with the Board. Key components included the total number of visits: 141, 284 visits were in 2025. There were almost 89,000 website visits, 40,057 reference questions, 22,000 total library card holders, and a little over 1,500 new patrons. The total attendance for programs at the library was 30,832 people in one year, the highest number in our history. 218,000 physical items were circulated and almost 200,000 digital items. The Board made a motion to approve the Annual NYS Report.

Discuss Budget Line Transfer for Professional Services to satisfy new state report

This issue was discussed during the Budget Report

Begin Initial Discussion of connecting to Town sewer

The approximate cost may be 200,000- 250,000. There is no existing urgent problem. The Board questioned whether this could be eligible for grant funding. There may be other sources for potential funding, once we have estimates. The Board voted on a motion to investigate the cost of connecting the library to the town sewer.

Approve 2026 Full Time Staff Raises

The Board voted to approve the 2026 staff raises, in alignment of the CSCA contract.

Upcoming meetings

Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.: March 18, and April 15th.

ADJOURNMENT

The meeting concluded at 7:58 p.m.