

Minutes are DRAFT till
approved at next
board meeting

John C. Hart Memorial Library
1130 Main Street
Shrub Oak, New York 10588

Board of Trustees Meeting
Wednesday, April 15, 2026

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

EXCUSED: Laura Tropp (Secretary)

The public meeting commenced at 6:00 p.m.

PUBLIC COMMENT PERIOD: 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. They decided to renew its T-bills for another 6 months and discussed filing of TY2025 taxes, which are due May 15.

Approval of Invoices

The Board approved invoices from the warrant sheet and monthly expenses for March.

Circulation Report

There is increased circulation in most categories. Adult non-fiction book circulation is down as readers increasingly turn to digital sources, including the library's e-magazine service.

Budget Report

Expenses for overtime, Sunday openings and utilities are higher than they should be at conclusion of the first quarter, since those budgets lines were under-budgeted during the town budget process, despite library concerns. Significant increases in the cost of paper goods will affect our supply expenses.

Director's Report

There was discussion of the design for a new outdoor digital sign, which will be largely covered by a CREST grant from Senator Harckham. The town engineer will perform a site visit and the project will be reviewed by the town's architectural review board. Following that, we will begin the bid process.

A contract for roof repair has been awarded to Glorious Contracting, Inc. The estimated cost is \$88,065, with half to be covered by a New York State construction grant and half to be covered by the library's fund balance. During the work, which has not yet been scheduled, the community room will be closed.

A \$180,000 grant to cover HVAC work in the community room has been tentatively approved by the Dormitory Authority of the State of New York, pending approval of a 10-year building lease between the library and the town. Discussions continue concerning lease details.

The EV charging stations are not yet operational due to a problem with the chargers. This will require engineering redesign and trenching. No timeline has yet been established.

Friends of the Library Update

Pam Curtin and Ann Visconti have been elected co-presidents of The Friends and will assume their posts on June 1. Library Giving Day brought in approximately \$2800, and the tea basket raffle earned about \$700. A wine basket is in the works.

OLD BUSINESS

Capital Campaign/Liaison to the Board

Liaison Cathy Richey will reach out to community members to schedule final consultant interviews before completion of the campaign feasibility report.

MOU with Town of Yorktown-No update

Charter amendment to increase number of trustees-Postponed

Lease agreement with Town of Yorktown

Discussion between the board and town is continuing.

Revolutionary Westchester 250

The Board reviewed plans and materials for the library's participation in the 250th anniversary of the Revolutionary War.

Wetland survey -No update

Girl Scout Gold Award Project- No update

Request for menorah lighting on library property -No update

Employer-Initiated Closure Pay Policy

The Board approved a policy for paying both part-time and full-time employees.

Connection to town sewer

The library is awaiting a written estimate of the project's cost from the town engineer, likely \$250,000, to pursue grant funding.

Library-owned parcel adjacent to Shrub Oak Park

The library is continuing its research into this issue.

Website contract review

The trustees approved the hiring of Library Market to build a new library website, which will put the library in compliance with April 2027 ADA requirements.

NEW BUSINESS

Education Law attorney meeting

The library director reported results of a meeting with an Education law attorney who clarified a number of important points of law.

Bylaws amendment

An amendment to library bylaws was proposed and discussed. A vote will be held during the May trustee meeting.

Branding presentation

A short presentation was given on the process of defining a brand. This was in preparation for an in-depth discussion at the next trustee meeting.

Discussion of forming a Capital Campaign Assessment Committee/Foundation

It was agreed that the library director should begin researching what would be involved if the Board of Trustees were to create a Foundation, which would be responsible for fundraising on behalf of the library.

Business Continuity Plan/Disaster Plan

The trustees discussed and approved updates to the existing plan.

Resident Policy for Children’s Programs

The trustees voted to rescind the existing policy.

Discuss of New Board of Regents Requirements for Minimum Standards -Postponed

Review of Strategic Plan Goal #1-Postponed

Policy Review: Library Bill of Rights – Postponed

Policy Review: Freedom to Read Statement-Postponed

Policy Review: Trustees’ Expense Reimbursement-Postponed

Policy Review: Library Card Policy-Postponed

Upcoming meetings

Upcoming Board of Trustee meetings will be on the following dates at 6:00 p.m.: May 20 and June 17.

ADJOURNMENT

The meeting concluded at 8:40 p.m.

