

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, May 20th, 2026

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

The public meeting commenced at 6:00pm.

PUBLIC COMMENT PERIOD

There was no public comment.

REGULAR BUSINESS

Approval of Minutes

The Board voted to approve the minutes.

Treasurer's Report:

The Board reviewed the treasurer's report. The Board would like confirmation of the status of the taxes.

Approval of Invoices & Expense Ledger:

The Board voted to approve the following minutes 3/10, 3/23, 3/26, 3/31, 4/16, 4/17, 4/20, 4/21, 4/27, 4/28, 4/30, 5/7, and 5/14. The Board also voted to approve the expense ledger report for April.

Circulation Report

The Board reviewed the circulation report. It was noted that there are some numbers that needed to be corrected that were on the WLS dashboard. The circulation is down on print books but they will be made up for with the NYTimes and Wall Street Journal recent additions. The Library programs are strong, with adult programming up 25%, young adult numbers up 400%, and children's numbers up 40%, all based on attendees in programs this period versus the previous year.

Budget Report

On the revenue side, in the State aid line, there was a deposit that is the first payment on the roof grant. On the expense side, the overtime line is significantly underfunded so transfer funds need to continually happen.

Director's Report

The roof work is underway. They will also begin work on the gutter and some additional outside work on the building. The EV Charging stations will likely be having final electric work on Sundays so as not to disrupt library services. We are still waiting to hear how the electricity charges will appear or not on our bill. The Board discussed renovations to the circulation desk area and the creation of a new feature wall. There is also a grant donation of gardening seeds. The water meter broke but this has been sorted out.

Friends of the Library Update

The Director has requested a budget with an increase of \$1,000 over the previous year. We are waiting to hear back. This is to account for the increase in prices with the programmers and supplies, including crafts and paper costs.

Investment Committee Update

There was no new update.

OLD BUSINESS

Wetlands Survey

Postponed as there is no new update

Update on Capital Campaign/Liaison to the Board

Kevin Wallace should finish his interviews and be able to provide a report on his recommendations. He anticipates giving a virtual presentation in the July meeting.

Formation of a Capital Campaign Assessment Committee/Foundation - Update

The Board discussed various groups and people that have been helpful in moving forward with a capital campaign, including the steps to forming a foundation. We are also going to look into getting connected to a planned giving program.

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.

Charter Amendment to increase number of Trustees

The Board voted to approve an amendment to state that the current number of five trustees as stated in the absolute charter be changed to a range of trustees which shall not be less than five nor more than seven with the current number being five.

Discussion of library lease agreement with Yorktown

The Board voted and approved the updated lease agreement for the upcoming year with the changes we requested.

Bylaws Amendment

The Board of Regents put out a new standard for minimum requirements for libraries. The Board discussed the arrangement between the Board, the Town, and the Budget. The Board voted to approve an amendment to the library that the Director shall prepare the annual library budget for review, amendment, and adoption by the Library Board of Trustees.

RW250 Update

The Board praised attendance at the recent book talk by historical writers Stephanie Dray and Laura Kamoie. The last book talk will be in September.

Connection to Town Sewer

There is no new update

Branding Discussion

This was postponed and the Board will look into forming a subcommittee.

NEW BUSINESS

Joint Board Meeting

The Joint Board Meeting at the Croton Free Library will be on July 20th.

State Report Revisions

The Board reviewed and voted to approve the State Report revisions that were submitted on April 23rd and we accept them.

Policy Review: Library Bill of Rights – Update and Adopt

This was postponed for a future meeting.

Policy Review: Freedom to Read Statement – Review and Adopt

This was postponed for a future meeting.

Policy Review: Trustees' Expense Reimbursement – Review/Update and Adopt

This was postponed for a future meeting.

Policy Review: Library Card Policy – Update and Adopt

This was postponed for a future meeting.

Upcoming meetings

Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.: June 17th, July 15th, and August 19th (budget meeting only)..

At 8:10pm The Board moved to Executive Session to discuss a real estate matter. The Board voted to move out of executive session at 8:45pm and no action was taken.

ADJOURNMENT

The public meeting concluded at 8:48pm.