

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, June 17th, 2026

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

The public meeting commenced at 6:04pm.

PUBLIC COMMENT PERIOD

There was no public comment.

REGULAR BUSINESS

Approval of Minutes

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

Treasurer's Report:

The Board reviewed the treasurer's report. The Board received confirmation on an extension of the taxes. The Board is working on continued outreach to the accountant.

Approval of Invoices & Expense Ledger:

The Board voted to approve the following invoices: 5/18, 5/19, 5/22, 5/26, 6/1, and 6/5. The Board also voted to approve the expense ledger report for May. There have been two change orders to the roof grant. The first change order was done mid-May for \$12,600 for gutter replacement and was within the grant total. The second change order for \$6,700 was due to the small flat roof failure over the bay window. This amount will come from the fund balance. The Board reviewed and approved these change orders, contingent upon satisfaction of the NY State requirements.

Circulation Report

The Board reviewed the circulation report. The library is holding steady with circulation. There is a drop in Hoopla usage due to problems with the platform. WLS is aware of and meeting with Hoopla to resolve these issues. In anticipation of these issues, the library has been subsidizing additional digital circulation materials. Adult, teen, and children programming are all increasing

in program numbers. The Board sought clarification on tracking and details on website usage. The website reconstruction is being postponed for another year.

Budget Report

On the revenue side, the State aid includes the first payment on the roof grant. On the expense side, we are having the same trend of being underfunded for part-time help and utilities. The higher gas prices are increasing the delivery cost of some of our routine operating expenses.

Director's Report

The Board was provided an update on the outdoor signs. The Town is using a portion of a funded grant to provide the signs. The library will have to pay something towards the sign but much of it will be covered by the grants. The library's main focus this year is on interior renovation. The Library will create a feature wall and use additional grant money to have a digital display. The EV charging stations are making progress with continual work. The portal opened for the 2027 construction grant. The grant will likely be focused on the HVAC for the rest of the building but will include a large investment from our fund balance. The Board considered hiring someone to do an HVAC study and including this as part of the cost of the grant.

Friends of the Library Update

The Friends brought in \$37,000, have been generous with funding library projects, and they are currently receiving a lot of book donations.

Investment Committee Update

There was no new update.

OLD BUSINESS

Wetlands Survey

The town engineer estimates completion of mapping this summer.

Update on Capital Campaign/Liaison to the Board

- Kevin Wallace will be presenting his final report in the July meeting via Zoom.
- Feasibility Study Status- The Board is considering the option of starting a foundation.

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

There is no new update. The meeting is confirmed for July 22nd at 1:30pm. The Board is compiling an agenda for the meeting.

Charter Amendment to increase number of Trustees

Our amendment has been placed on the Board of Regents agenda for September.

RW250 Update

The events continue to be well-attended and will be ongoing through July and into September.

Connection to Town Sewer

Our most recent estimate is higher than previously estimated. It is almost 200 feet and we are hoping that they can do this with gravity to avoid an additional pump system.

Branding Discussion

The Board reviewed a proposed advisory branding group that would include members of the community. The Board voted on a proposal for the formation of a branding advisory group, which would be chaired by Cathy Bahan and agreed on a charge: The Committee would work through the branding exercises and would come up with the suggested brand essence. Invitations will be sent out to prospective members.

NEW BUSINESS**Joint Board Meeting**

The Joint Board Meeting at the Croton Free Library will be on Monday, July 20 at 7pm at the Croton Free Library.

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

Review Board Bylaws

The Board agreed that an attorney will need to review our Board bylaws.

Upcoming meetings

Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.: July 15th, August 19th (budget meeting only), and September 16th.

At 8:10pm The Board moved to Executive Session to discuss a potential legal issue, and the Director was invited to stay. The Board voted to move out of executive session at 8:16pm and no action was taken.

ADJOURNMENT

The public meeting concluded at 8:16pm.