

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, September 16th, 2026**

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

The public meeting commenced at 6:00pm.

**PUBLIC COMMENT PERIOD**

There was a public comment discussed under the "Never Forget Garden"

**REGULAR BUSINESS**

**Approval of Minutes**

The Board voted to approve the August minutes

**Treasurer's Report:**

The Board reviewed some upcoming expenses and funds that will be coming to the library, including grants from Representative Matt Slater's office and Representative Dana Levenberg's office and donations. We will also need to consider how to handle our current investment that is up for renewal this fall. The Board is still waiting to hear from the accountant.

**Approval of Invoices & Expense Ledger:**

The Board voted to approve the following invoices: 8/14, 8/17, 8/19, 8/25, 8/26, 9/2, and 9/11. The Board also voted to approve the expense ledger report dated September 2nd. The Board voted to approve retroactively to apply benefit and unused sick days benefit for a retiring employee. The Board also noted that the funds were transferred by the Town without the necessary approval from the Board.

**Director's Report**

The Board reviewed the current renovations, including preparations being made for shifting programming locations during the renovation. The Town's Advisory Board on Architecture and Community Appearance (ABACA) reviewed the signage at their most recent meeting and offered endorsement of the signage. The 2027 grant to replace some windows, skylights, and some sound proofing received first stage approval.

**Circulation Report**

The Board reviewed the circulation report.

**Budget Analysis**

The Board reviewed the budget. There is still a continual challenge in that the utility and line for Sunday employees are continually under-funded. Funding from other lines will continue to be transferred.

**Friends of the Library Update**

The Friends are working to coordinate the upcoming book sale to align with the planned renovations. At the Town Board meeting, Friends representatives advocated on behalf of the library.

**NEW BUSINESS****The Never Forget Garden**

Lynn Briggs, Chair of the Town Preservation Committee, made a request to engage in a nationwide tribute from the Daughters of the Revolution to honor veterans.

**Welcome to Cathey Ritchey, re-appointed to the Board**

The Board welcomed new board member, Cathey Ritchey

**Election of Officers**

The Board voted in the following slate: Cathey Richey, President; Laura Tropp, Vice-President, Barry Erenberg, Treasurer, Cathy Bahan, Secretary, and Jean Zappia, Member-at-Large

**Trustee Photo for Website**

This was postponed until next month.

**Review and Discuss new Teen Area Policy**

The Board considered policy for access to the new teen area, including hours.

**Proposal for budget for staff expenses during renovation**

The Board voted to approve taking money out of the trustee gift fund not to exceed \$1200 for staff expenses during the renovation.

**Discussion of language for donor plaque**

The Board reviewed the language for the donor plaque.

**Review Strategic Plan Goal #3**

The Board reviewed the progression on the goal to attract new patrons

## **OLD BUSINESS**

### **Wetlands Survey**

There was no new update.

### **Update on Capital Campaign**

The board discussed ways to engage potential future donors.

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

There was no new update.

### **Charter Amendment to increase number of Trustees**

There was no new update here.

### **Connection to Town Sewer**

There was no new update.

### **Branding Discussion**

This discussion was postponed until the October campaign

### **Director & Contracts**

This is an ongoing discussion.

### **2027 Operating Budget Update**

The Board reviewed the ongoing budget requests.

### **Upcoming Board of Trustee meetings will be on the following dates at 6 p.m.:**

September 16th, October 21st, and November 18th

At 7:40pm The Board moved to Executive Session to discuss attorney consultation on a confidential legal matter. The Board voted to move out of executive session at 8:04pm and no action was taken.

## **ADJOURNMENT**

The public meeting concluded at 8:13pm.