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, October 21, 2026

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

The public meeting commenced at 6:04 p.m.

PUBLIC COMMENT PERIOD

No public comments.

REGULAR BUSINESS

Approval of Minutes

The Board voted to approve September minutes.

Treasurer's Report

The Board discussed the possibility of moving funds to a different bank in order to obtain better interest rates. Taxes will be filed in November.

Approval of Invoices and Encumbrances

Approval of September invoices was delayed until the November meeting. The Board voted to approve encumbrances in the expense ledger report dated October 6, 2026.

Director's Report

The EV charging stations are now operational. The library has reached out to the town, which is responsible for the project, for operation information to share with users. The new outdoor digital sign should be installed by the end of November. There was discussion concerning the library's ongoing renovations, as well as tree pruning and other landscaping upkeep to the war memorial on library grounds.

Circulation Report

Year-over-year, circulation statistics are holding steady, largely due to e-services and children's books. There was a temporary decline in programming due to the short library closure and continuing renovation. A trustee reported hearing patron comments that the pop-up events being held at the Jefferson Valley Mall have been a great idea.

Budget Report

Under-budgeted overtime, Sunday help and utilities lines continue to be a problem, with funds being transferred from elsewhere in the budget. If adequate funds are not allocated in the 2027 operating budget, this could affect Sunday openings.

Friends of the Library

Thanks to the hard-working Friends and community supporters, the annual book sale was highly successful! It brought in over $9400, a significant increase from previous years.

NEW BUSINESS

Early-View Event

There was discussion concerning a preview tour of the library's renovated space for community members who participated in recent discussions about the library's future.

WLS 2027 Service Level Agreement

The trustees approved an agreement with WLS for services to be provided to the library in 2027.

OLD BUSINESS

Branding Report

A community advisory committee report on branding was shared with the trustees, who turned the results over to the library director for implementation in overall brand strategy.

Charter amendment to increase number of Trustees

The New York State Board of Regents approved a charter amendment giving the board flexibility to increase, as deemed necessary, the number of trustees up to 7. The board agreed that no immediate increase in board members is needed.

NYS Board of Regents Minimum Standards

Discussion of work to be done in order to comply by January 1, 2027, with policies required by the Board of Regents.

2027 Operating Budget

The Town Board will next discuss the library's 2027 operating budget on November 9.

Policy: Financial Control

Trustees approved a policy, in compliance with NYS Regents Minimum Standards and Education law, that covers the Board's fiduciary responsibilities.

Policy: Teen Area

Trustees approved a policy that will govern the new teen area.

Adjournment – 7:44 p.m.