

# John C. Hart Memorial Library

1130 Main Street  
Shrub Oak, New York 10588

Board of Trustees Meeting  
Wednesday April 20th, 2022

**PRESENT:** Cathey Richey (President), Kathy Law-Imperato (Vice-President), Laura Tropp (Member-at-Large, taking minutes in secretary's absence), Yvonne Cech (Library Director) , Sunitha Howard (Via Zoom)

Public meeting commenced at 6:34 pm

## **PUBLIC COMMENT PERIOD:**

The Board took the opportunity to open the floor to public comment. There were no comments.

## **REGULAR BUSINESS:**

Approval of Minutes: Approved

Treasurer's Report: Reviewed and approved.

Invoices Approved: 3/14, 3/22, 3/23, 4/1, 4/5, 4/12, 4/15

Circulation Report: All categories of circulation are up over prior month. Our electronic circulation went up 10% and our traditional books went up over 24% over the prior month. We had a total of \$27,000 items circulated in March with almost 19,000 of them being physical items and 8,000 digital. During the conversion to Evergreen, some data was lost. Therefore, statistics from 2019 are not available and, going forward, comparison data will not be available. Our computer use is still low. If the declining use continues the library may eliminate several of our public computers, which will result in cost-savings.

Budget Report: If the fine revenue is maintained at the current rate, we will fall far below our anticipated projection. We do know that this line item will be disappearing soon. The library has begun proctoring as a revenue generator. The community room rental and the downstairs space are also being rented out. The PT help line is projected to fall below, mainly due to difficulty filling these positions. In addition, our pay is lower depending on our comparable institutions. Insurance is a little higher than expected.

## Directors Report Highlights

- WLS has announced it will no longer be hosting websites for libraries after the year's end. Thus, the library is looking for other options for website hosting. WLS will also be increasing costs for email addresses. With WLS reducing some of their additional tech services, we may need to consider hiring a PT person with some level of IT expertise. The library will also look into Yorktown's town hosting service. We may also consider migrating to a library specific email address.
- A PT caretaker was hired for the library.
- In regards to building updates, the RFPs originally created for library improvements can be adapted because of two previous components of the plan that we no longer need. Librarians are working with previous building plans and working with the town engineer to complete some of the necessary work in-house. We can now hire a floor plan designer and create an architect plan. This is exciting progress for the library renovations.
- The Director discussed the need to transfer \$25,000 from the fund balance to the professional services line. The Board was supportive of that development.
- The library is still waiting on updated information on some grants. The update on the ARPA grant indicated that the Town is receiving the funding but we are still waiting to find out how many specific projects they will be able to do.

## **OLD BUSINESS:**

2021 Tax Preparation: The accountant was picking up the paperwork and has contacted us.

Investment Committee Update: The Board will be looking at an outline for how we would want to invest and what would be our rules for spending. The Board will be looking for two potential investment firms to assist in maintaining our investments. Further discussion will happen at the subcommittee investment meeting next month.

***NEW BUSINESS:***

Alice Maram Estate Bequest Nomination: The Board considered options for naming opportunities, including opportunities for finding volunteer gardeners.

Pat Hallinan Plaque: It is now complete but the Board discussed options for a dedication.

Herman Ivanow Bequest: The library notified his wife about the use of his donation.

Memorandum of Understanding with Friends of the Library: Reimbursement for funds with the Friends organization has become complicated and cumbersome. The library board may consider a memorandum of understanding with the Friends of the Library, which is a common agreement among other libraries. The Board explored ideas about how they could reconnect with the Friends of the Library to explore best practices in working towards the same goals. We will return to consider the Memorandum post outreach to the group.

ALA Statement on Book Banning: The Board discussed information regarding book-banning so we are prepared for any upcoming discussion that may happen within the community. Each board member received a packet with current library policies for book complaints and additional documents from the ALA and current articles that are relevant to this topic.

Library Video Surveillance Policy: The Board reviewed updates and voted to approve the policy.

Thanks: The Director, on behalf of the staff, thanked the Board for the pizza lunch for Library Recognition Day.

***UPCOMING MEETINGS:***

May 18, 2022                      Investment Committee: 5:45 pm at John C Hart Memorial Library

Board Meeting: 6:30 pm at John C Hart Memorial Library

June 15, 2022                      Investment Committee: 5:45 pm at John C Hart Memorial Library

Board Meeting: 6:30 pm at John C Hart Memorial Library

In the event of inclement weather or Yorktown Supervisor directive on COVID closures, meetings will be held via Zoom.

Public meeting concluded at 8:16pm.