

**Minutes of the Irvington Public Library Board of Trustees Meeting
April 8, 2024**

In Person at the Irvington Public Library: Present: Laura Lilienfield, President; Roddy Austin, Anne Goldfield, Sara Kelsey, Dominique Picon, Heather Thomas, Trustees; Rosemarie Gatzek, Library Director.

Action items are noted in ***bold italics***.

The minutes of the previous meeting of March 11, 2024 were accepted.

The Treasurer's Report for March was accepted. The Library Budget is currently 5% under budget. It should remain under budget at the end of this fiscal year. \$24,000 remains available in T101; \$4,789.15 was spent from T101 last month. T101 was discussed; programs need to be evaluated for whether they are worth their cost, depending upon attendance. Expenses are higher in the summer because children are out of school.

President's Report:

- Sara Kelsey provided the Conflict of Interest Policy for the Irvington Public Library Board of Trustees. All members will read the Policy and sign it annually. Rosemarie Gatzek noted that several other policies need to be reviewed on an on-going basis.
- Sara Kelsey brought up whether approving Board Minutes is required. The Board decided it was best practice to have a quorum and approve monthly Library Board Meeting Minutes.
- Repairs have been completed in Rosemarie Gatzek's office and the hallway outside her office from water damage on the weekend of January 20, 2024. PTG installed replacement ceiling tiles when they replaced the new hinge assembly for the hallway display case. A revised invoice from ServPro for \$5,722.87 has been received and sent to John Fendorak for review. ***Rosemarie will follow up.***
- ***Rosemarie will contact Carrier*** to schedule the replacement of the expansion tank, which will be a shared expense with WHG.
- Carrier sent a quote via Sourcewell contract to tie in the IVE controls for chiller and pump control, which will be a shared expense with WHG (\$23,870.00). The Board approved using the Fund Balance to pay for IVE to enable Rosemarie to adjust the chiller from home. Rosemarie will schedule chiller start up for the end of this month. Rosemarie will initiate paperwork for submission. We will be reimbursed 40% of this amount by WFH as a shared expense.
- Carrier sent a revised quote via Sourcewell for replacement of the controls for VAV's (\$120,519.00). The Board approved that this expense will come from the Fund Balance.
- There was a leak in the Reading Room stacks on March 16th due to a backed-up building drain. Angel set up fans. Only seven books were damaged. Someone complained that their bathtub filled from the bottom, even when they are not using the tub.
- Carrier sent a quote via Sourcewell contract of \$11,069.04 to install UV lighting kit in air handler 1, to be paid from construction bond. ***Rosemarie is to schedule.***

President's Report (continued):

- The three condensate pumps for the air handler units, which were flooded during a summer storm last August, will be replaced when the chiller is turned on in April / May.
- PTG will investigate use of an "instant hot device" for the public restrooms due to uncontrollably hot water temperatures. The hot water in the bathroom sinks has been turned off because the hot water cannot be turned down. We will get an instant hot device that makes the faucet water hot instantly, but we can control at what temperature it is set. The devices cost \$100 each, plus installation. ***Rosemarie will get a price.***

Director's Report:

- Library Programs – Not many outside groups were here last month. Outside group meetings were discussed. We had a movie afternoon with *Oppenheimer* shown: 24 people attended, mostly from the Senior Center. ***Rosemarie will meet with the Senior Center to coordinate events with them.***
- Linda has been working hard in the YA area. In addition to her reorganization of the furniture, she has been evaluating the series collection and making room for more titles.
- Carolyn is happy with the restored display case. It had its first display of LEGO Club artwork this month.
- New Online Resources – WLS has rolled out three new online resources: *Mango Languages*, an online language learning program (we had five patrons use it in March – three studying French and two studying Spanish [the South American version]); *Medici.tv*, a classical music video streaming service, with patrons having 12 sessions and watching 17 videos (average session length was one hour); and *The Shelf*, a Spanish Language streaming service, that was not used by our patrons in March.
- Circulation – In a year-to-year comparison, March circulation for physical items was lower in most categories, compared to previous years. Use of online resources continue to be strong and has increased over previous years. We were net lenders this month by a comfortable margin (116 items). Last year was an abnormally high year for all areas of circulation, but we are not sure why. In a month-to-month comparison, circulation in general is similar to what it was last month; however, it is still lower than it was in November/December.
- We handed out 180 sets of two glasses for the solar eclipse. Distribution began at 11 am and there was a line. By 2 pm, all glasses were gone. People kept calling for glasses, through today. The glasses will be considered a youth services program, although all ages participated.
- Staff Training – This did not affect staff hours. Allison Midgley and Allison Pryor from WLS came to our library on March 27 to hold two training sessions on using the Evergreen Catalog more efficiently. Twelve members of the Irvington Library staff, plus several clerks, attended at least one of the sessions (and some attended both!). We are required to open it up to other libraries and three staff members from other libraries attended the training.
- Donations / Aid – \$1,465 in donations to the Agnes & Josef Sinko Memorial Fund have been received to date. Several other donations are pending. It was suggested to get

Director's Report (continued):

something that is very visual in the entrance way. Rosemarie thought of a new bulletin board to refresh the entry area.

- Meetings attended – Village Department Heads (3/4, 3/25)
Community Advisory Board (3/12)
PLDA (3/21)

Art Exhibitions Update:

- April – “Navigating the Limited Space” by Joann Tedesco.
- Artists are needed for August/September and November/December. **Rosemarie will reach out to Arts Westchester**, as that has been successful in the past.

Tiffany Reading Room Update:

- Loose molding on the beams was addressed, and the woodwork was cleaned by Craftekt, recommended by Ben Branch. The Board approved spending \$6,500 from T92 for this expense. DPW put furniture back in place on April 5. The rug is a little bumpy. **Rosemarie will schedule PTG to reinstall the turtleback light fixture**, which was removed during the restoration.
- Sara gave 15 people a tour on April 6, 2024 (20 signed up). They were an enthusiastic group from the NY Adventure Club. The Tiffany Reading Room is the start of their tour.
- There will be a tour by the Unitarian Church on May 16.

Other Matters:

- The Board approved June – December 2023 shared expenses with BBLP (\$8,578.31).
- The Board approved an \$800 expense to register with Sustainable Libraries Initiative for certification. Per Katie Bugna, funding can come from the Membership budget line. Overages can be transferred from the Contingency line.
- Conflicts of Interest policy was approved.
- Completed Trustee Education Events: March 19 – “What’s New in the 2023 Edition of the Trustee Handbook” – Anne Goldfield
- Upcoming Trustee Education Events
 - June 18 – “Libraries for the Future: An Introduction to Sustainability as the Newest Core Value” webinar 5:00 – 6:30 pm
 - October 15 – “Governance Structure: The Role of Board Officer and Board Committees” webinar 5:00 – 6:30 pm
- Next month the Board will meet at the Library in the Local History Room on Monday, May 13, 2024 at 6:00 pm.