Minutes of the Irvington Public Library Board of Trustees Meeting
April 13, 2026

In Person at the Irvington Public Library: Laura Lilienfield, President; Roddy Austin, Sara Kelsey, Anne Goldfield Rehm, Heather Thomas, Pierrette Pillone, Trustees; Rosemarie Gatzek, Library Director; Larry Ogrodnek, Trustee Liaison.

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

The minutes of the previous meeting of March 9, 2026, were accepted with minor corrections to the statistics section.

The Treasurer's Report for February was accepted. The Library remains under budget (currently by 4%). Everything looks good. The Building Repairs & Maintenance category is still under budget but there are expenses that have not yet come in. The Books category is slightly over budget. Heather notes that T101 had only $300 in expenditures this month. This will be higher next month as there are outstanding invoices yet to be paid. Because of this delay, it is more important to look at the average T101 expenditure across several months. The FOIL Book Sale is coming up, which will add to the T101 funds.

President's Report:

- Laura notes that she keeps a running list of Building Repairs & Maintenance items in the Agenda, including updated expenses when amounts for specific items are corrected.
- Rosemarie is waiting for one more projector replacement estimate.
- Dominique replaced the art hanging bar.
- Rosemarie is waiting for the floor refinishing project to be approved by the insurance adjuster. Once approved, she will need to obtain three quotes for the work. This will most likely be done during the summer, to minimize disruption.
- There was some minor leaking from the access panel. The caulking was re-done around a tenant's toilet to address this issue. The tenant (in the apartment above the Program Room) has refused to have a water sensor placed in their apartment. ***Rosemarie will buy a WiFi sensor***, which will be placed inside the access panel. This will alert Rosemarie to any possible water issues in a more timely manner. This has been a consistent problem.
- Emergency repair/repainting of the hot water pump was completed. The contractor is a small company that needs to register with the NY Department of Labor before we can pay them.
- Rosemarie reviews the situation involving Shanahan Painters. They are a larger company, so they are required to fill out the DOL paperwork (but haven't yet done so) and pay prevailing wage. The job was completed in February. Rosemarie has not heard from them since the last communication regarding the Prevailing Wage law that went into effect at the beginning of the year.
- Rosemarie, Laura, and Charles met with Tietjen Venegas to review the Library's HVAC system. The chiller has useful life left, but it will not work with the new system. One possibility is to give it to the apartments. A regulator would be needed, since their needs would be less than the Library's. Tietjen Venegas completed a walk through to see what the Library's needs are, and they will provide an updated estimate. Charles wants all proposals and bids ready to go in case money becomes available from grants or other sources. Proposals should be ready

President's Report (continued):

for review by the next Board meeting. Rosemarie notes that the heat pump option is very expensive, but it's also smaller and more environmentally friendly. The required retrofitting is what makes it so expensive. The replacement of the air handler units would be more straightforward, but would cost about the same. $800K is the current estimate.

- The bleeder valve repair is waiting for warmer weather.
- Angel will reseal the entire skylight unit to prevent leaks.
- Laura, Sara, Heather, and Pierrette are continuing to revise the Library's HR Handbook. ***They should have a draft ready for review at the next Board meeting.*** Laura distributed the ***Remote Work policy for review and comments; it will be voted on at the next meeting.***

Director's Report:

- Report on programs and statistics: Programming was busy as usual. Adult programming had more online participants. YA programming participation increased mainly due to chess programs. Beginner's chess had 5-6 participants; advanced was around 18. The teacher is well-liked, and many kids return. Getting more kids into the beginner's class will help the program grow.
- For statistics, there was a slight month-to-month increase (except for music CDs and audiobooks); electronic materials continue to trend upward. For year-to-year statistics, there was a slight downward trend in Children's and Adult books. Electronic materials are increasing and continue to support the overall trend.
- The Library changed the Hoopla borrowers limit from 3 to 5 items. The Library will get a bill every month, which will be adjusted based on usage. Rosemarie expects monthly charges to be around $200/month, based on historical usage patterns (3 or less for most users). A relatively small number of people use more than 3 items per month.
- Outside meeting groups included the Green Policy Task Force, Hearing Loss Association, and the DPW (in the Tiffany room).
- There was a well-attended community get together hosted by Chabad of the Rivertowns. They would like to repeat the event on Friday (pending approval).
- Rosemarie attended several meetings, including Department Heads, CAB, and PLDA.
- Privacy screens will be installed on public computers.
- The FOIL book sale will take place in the Program Room during the first week in May (May 7-9, plus a few days prior for setup).

Art Exhibitions Update:

- The April artist is Janet Lippman.
- The gallery is booked for all of 2026 and around half of 2027.

Tiffany Reading Room Update:

- There are no tours currently scheduled.
- There is an Irvington Historical Society interview scheduled to be filmed in the TRR this coming weekend. ***Rosemarie will manage the logistics around it.***

Other issues:

- There are several upcoming Trustee training events, including “Hiring and Evaluating the Library Director”, “Laws and Regulations”, and “Duties and Responsibilities of Key Office Roles”.
- ***Rosemarie will send links*** for online and previously recorded Trustee training.
- Anne attended the Freedom of Information Law training session.
- The public hearing for the Village budget discussion took place April 6, with another session planned for Wednesday. Next Monday will be the last meeting before final adoption. There was no public comment last week.
- There will be a reception at the Senior Center to recognize Irvington Village volunteers. Library Trustees are invited, but ***will need to RSVP by April 30.***
- The Board approves the use of the program room for Chabad of the Rivertowns. This approval includes the use of wine as part of the Shabbos blessing.
- Anne introduces revisions to language in the exhibition policy: “Because the gallery is part of a public library used by visitors of all ages, and hosts many children’s and teen programs, artwork displayed should be appropriate for a broad audience.” The Board approves this revision.
- Copies of proposed policy guidelines for Remote Work and Disaster Preparedness were provided to the Board. ***Comments and suggested changes should be emailed to Rosemarie and/or Laura. These policies will be voted on at the May Board meeting.***
- Rosemarie received a notice to complete the following policy updates by the end of 2026:
    - Selection of Library materials and reconsideration
    - Public usage of Library space and meeting rooms
    - Codes of conduct
    - Confidentiality of Library records
    - Internal Library policies related to: personnel, disaster preparedness, and financial control
- The next Board meeting will take place on Monday, May 11, 6:00pm, at the Library.
- Laura also notes that the June meeting will take place on June 15th due to a family commitment.