

**Minutes of the Irvington Public Library Board of Trustees Meeting
July 15, 2024**

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

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

The minutes of the previous meeting of June 10, 2024, were accepted. Pierrette will correct the treasurer's report dates.

The Treasurer's report for June was accepted. At the start of the new fiscal year, the Library is currently 3% under budget. Discussion about non-program T101 spending (\$13,995.96). This includes e-books, supplies, and museum passes. ***Rosemarie will work with Katie Bugna to figure out where to apply this spending in next year's budget.*** Rosemarie is working on cutting down on passes where possible. ***She will provide a printout of museum pass usage for Heather to review.***

President's Report:

- Discussion about approval for use of fund balance. Rosemarie has submitted a request for approval from the Village. Mitchell notes this is on the agenda for tonight's Village Trustee meeting.
- ***Rosemarie will request*** an invoice from ServPro for water damage remediation in May. They will send someone to the Library tomorrow to finalize this.
- Katie is working with NYMIR to address invoices for water damage. John Fendorak is also working on this.
- The dehumidifiers arrived and are working well.
- Expansion tank work will be completed when the A/C system has been turned off for the season.
- Katie sent a request to Workforce for January-June common charges. They have not yet responded.
- Rosemarie is waiting for re-submitted proposals from Carrier. Some proposal components weren't itemized according to Sourcewell's price list. ***Rosemarie will follow up with Carrier*** to get this information. Stacy at Village Hall needs to review the underlying details of Carrier's proposals. Assuming Carrier uses Sourcewell's pricing, there should be no issue. ***The Board will vote*** on this once the review is complete. ***Rosemarie will send an update*** if this is done before the next meeting (in September).
- Rosemarie has not yet received an invoice for the condensate pump replacement done on May 6th.
- PTG needs to install an instant hot device for testing. Lou will confirm the installation date with Rosemarie.
- PTG's open invoices have been paid, and should be attributed to last year's budget.

Director's Report:

- Review of June programs and statistics: There were several adult programs; YA and Children's programs tend to be less active during the transition to summer programming.
- Outside group meetings included: Green Policy Task Force, Hearing Loss Association, Greek Scholars, Village DEI Committee, Abbott House children's art program. Democratic Primary voting also took place in the Program Room.
- A Repair Cafe on June 1 was attended by 72 people.
- Keshet ran a Library table at the Village Pride Celebration.
- Linda is running a Teen volunteer training program. Trainees are learning how to help with shelving and other tasks. They also earn volunteer hours. Currently there are around 7 teens participating (though there is some variation in the number).
- Lois and Carolyn (and Lois's granddaughter) made a video about the summer reading program. Rosemarie notes there has been a good response to the video.
- Year-to-year, circulation is currently very strong. Book circulation is at its highest in at least 6 years. Month-to-month circulation is also higher across the board. Music CDs and Audiobooks have nearly doubled. Consumer reports usage is also up.
- As noted previously, the Library needs to form a Sustainable Libraries Initiative. This will include: Rosemarie; Laura and one other Board member; Library staff members; and hopefully a member of the Irvington Green Policy Task Force. Anne said she might be able to join. Rosemarie will get more information on the commitment and talk to Laura about how many people should be on the committee. It will take 1-2 years to get the certification. The Library has been assigned a mentor (Lisa Jacobs). There will be a Zoom meeting with Lisa to discuss the initiative and process before forming the committee.
- Rosemarie attended an online workshop on Government Funding for Arts & Culture and Historic Preservation.
- The FOIL book sale raised over \$5K. Alice mentioned to Laura that this year's sale featured a wider selection than in previous years.
- The NY State report was submitted. The Library received the final 10% LLSA payment (\$1,848) for NY State Aid, which will be applied to the operating budget.

Art Exhibitions Update:

- This month's exhibit is a photography exhibit by Jeffrey Friedkin.
- Next month's artist is Kurt Capalbo; September will be Antonio Alvarez.

Tiffany Reading Room Update:

- The NY Adventure Club tour is coming up on July 27. This will include a visit to Town Hall, the TRR, and the Aqueduct Trail.

Other issues:

- The Board approves the ServPro Master Agreement Emergency Contract. Rosemarie notes that there is no cost associated with the agreement itself, and the Library can still hire other contractors.
- Discussion regarding review of accession and deaccession policies for non-book donations. Currently there is no policy for how to get rid of items. **Rosemarie requests the formation of an Aesthetics Committee.** Anne suggests that she and Dominique take on this role as an extension of their gallery roles. Two priorities are to catalog items and determine fair market value. They will also connect with Carolyn to discuss Children's room items. **Rosemarie will send a draft policy** to Board members, using book donation as a guide. She also has examples of policies from other libraries. This effort will help with "housekeeping" in the Library. To-do items include: inventory current items, approve policies, and make a disposal plan. One thought is that the Historical Society might be interested in some items. **Rosemarie also notes that a plan is still needed** for the tables and chairs in Village Hall outside the TRR.
- Chet Kerr received a map-scanning grant for the Historical Society and is working with the Library on the project.
- **Rosemarie will create a list of all policies that need to be in place** (those that already exist as well as those that need to be developed). This will begin with the accession and deaccession policies noted above. Updating is also needed for the black binders that contain records of former directors, trustees, and various founding documents. **Heather will help with this.**
- Rosemarie is waiting for Ben to reach out regarding his replacement for TRR consulting.
- Upcoming Trustee Training events include: Governance Structure (October 15, 5:00-6:30pm)
- The next Board meeting will be Monday, September 9, at 6:00pm at the Library.