Minutes of the Irvington Public Library Board of Trustees Meeting
July 6, 2026

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

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

The minutes of the previous meeting of June 15, 2026, were accepted with one minor correction.

The Treasurer's Report for June was accepted. The new fiscal year has started. T101 received $40K, which is less than the typical annual spend, so this will need to be monitored as the year progresses.

President's Report:

- Rosemarie received a sworn statement on proof of loss for Program Room repairs stemming from the burst hot water pipe in Apartment 206 on February 8. She notes that there are some mistakes that need to be corrected in the statement. The insurance adjuster determined a claim settlement amount of $39,948.25. This amount, which has been approved, includes re-finishing the floors, which hasn't been done yet. So far, $18K has been spent. The adjuster also noted that if additional funds are needed to complete the repairs, the Library can request that down the road. The current estimate for floor refinishing is around $20K, however the job will need to be put out for a competitive bid. The work could be done in January, when there is no artist booked for the gallery. Painting could be done at the same time. Rosemarie notes that it has been challenging to get contractors to return her calls regarding the floor work.
- Charles approved the Library's draft letter from last month regarding the Tietjen Venegas HVAC proposals. This will be presented at the Village Board meeting on July 13.
- WHG will address the broken bleeder valve when the building switches from heating to cooling season.
- Angel will re-seal the skylight, which is still leaking in 2 spots (through the glass blocks).
- There is an ongoing leak in the Storytime Room that needs to be looked at. Angel patched the ceiling last Monday, but it was wet again 2 days later.
- Carolyn will provide a revised draft of the Employee Handbook in the next couple of weeks.

Director's Report:

- Review of programs and statistics. The Children's summer reading program is going strong. 87 children have signed up, with 30K minutes of reading logged so far. Rosemarie notes the Children's section has been consistently busy.
- Attendance at the teen knitting program has declined since exam week. The program will re-start in the fall.
- Adult yoga, knitting, and game night are all doing well.
- Online program attendance was generally lower this month.
- Streaming materials have leveled off at a slightly lower level.
- Online material circulation was also lower (other than online magazines).
- In general, there were no major changes in trends other than the recent decline in use of online resources.

Director's Report (continued):

- There appears to be more interest in audiobook CDs. Rosemarie is considering offering a CD player for circulation.
- There was also a jump in juvenile books, which is typical for the beginning of summer.
- Attendance and internet wireless usage were both slightly down compared to last month.
- For July 7th through the 30th, Rosemarie will be away. Anne, Heather, and Dominique note they will generally be around if needed to address any concerns that arise during that time. ***Pierrette will also confirm her availability.***

Art Exhibitions Update:

- This month's exhibit features a colorful display of paintings by Hu Shasha ("Between Pages/Between Places").
- No changes to booking status for the gallery.

Tiffany Reading Room Update:

- No report this month.

Other issues:

- There is one Trustee Training event coming up in October: "Duties and Responsibilities of Key Office Roles", October 29, 5:00-6:30pm. Past webinars can also be viewed for Trustee Training credit.
- The Board approves the Employee evaluation and Self-Evaluation forms. ***Pierrette will add the approval date to the form and send PDFs to Rosemarie.***
- The Program Room Policy will be updated in September.
- The Board approves the Library's Disaster Preparedness Plan.
- The Board will review the Library's Remote Work Policy in September.
- The Board approves the payment of one week's salary ($540.75) to a terminated employee. A replacement search will be done later in August.
- Laura invites Board members to participate in working on policy updates and revisions in August.
- Rosemarie reminds Board members to RSVP to the Legislators' Dinner by July 14.
- The Library's insurance provider recommends having a defibrillator available, noting that public spaces often have them. One option is to purchase a unit from Staples for $1,446.29. Rosemarie will look into the cost of other options for buying as well as renting, which may have additional benefits (e.g., maintenance). This will be paid under the equipment line, with funds transferred from Building Repairs and Maintenance. ***Rosemarie will reach out to Charles to confirm the Library's plan and will also check with other area libraries to see what they do about defibrillators. Heather will reach out to Lucas regarding how the Village handles defibrillator training and servicing.***
- The insurance provider also recommends locking the telephone closet, as a potential security issue.
- There will be no Board meeting in August. The next Board meeting will take place on Monday, September 14, 6:00pm, at the Library.