

Minutes of the Irvington Public Library Board of Trustees Meeting

June 12, 2023

In Person at the Irvington Public Library: Present: Laura Lilienfield, President; Heather Thomas, Sara Kelsey, Dominique Picon, Trustees; Rosemarie Gatzek, Library Director; Mitchell Bard, Trustee Liaison.

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

The minutes of the previous meeting of May 8 were accepted with minor corrections.

Heather reviews the budget status from last year. The Library is over budget as of the end of last FY. She ***will issue a revised treasurer's report***, which will be approved at the next meeting. She ***will also check with Village Hall*** about the January and February artist security deposits, which were donated by the artists (and should have been applied to T91). Also, the Library has not yet received the \$10K bequest; ***Rosemarie will reach out to the estate lawyer*** regarding the status of that. Finally, the book sale was very successful, raising a total of \$5,100.

President's Report:

- Rosemarie and Laura are waiting to hear from WHG about outstanding maintenance issues.
- The leak by the circulation desk started dripping again today. ***Rosemarie will check with Angel*** to see if he has any updates on the source and status.
- Jon Warren proposed a 60/40 chiller cost split (Village pays 60%). The Village will use Carrier for maintenance going forward. The Village will bill the Library's portion as an offset to shared services. Also, Laura notes that two chilled water pumps need to be replaced.
- ***Rosemarie and Laura will meet with Chris Collins (Carrier)*** on Thursday to discuss various issues related to the system.
- Swarms of sugar ants have been seen on the circulation desk. The exterminator came twice. The situation has improved, but the ants are still there. Rosemarie will monitor the situation.
- The bathroom renovation will start in late June and should be done by the end of July. Fixtures are in the warehouse. There have been some delays related to the tile work. Because the tiles are small, the surfaces need to be perfectly straight. Pricing for the project has been updated due to a few increases (material costs, time spent, upgraded fixtures).
- ***Rosemarie will get an estimate*** for costs related to the issues with moisture and peeling paint in the 900 section of the stacks.

Director's Report:

- Discussion about a temporary Senior Center partnership. The Irvington Senior Center's HVAC will be replaced this summer, so they will not have A/C. Rosemarie has been in touch with Joan from the Center about the Library serving as their temporary location starting after the 4th of July, possibly for 3 months. Hours needed would be 8am-2pm, Monday-Friday. Rosemarie notes their scheduling needs should generally be compatible with other Program Room events, and she said any conflicts should be manageable. A Library staff member would need to come in early to open up for them. Bathroom use may be a small issue, but should be OK. The Board approves the plan.
- Update on programs and statistics: The number of programs and participants has increased. The Green Policy Task Force is holding meetings at the Library. School visits have resumed, which leads to increased program enrollment.
- Circulation statistics year-to-year and month-to-month are lower, but it's not clear why. Several categories are higher (audiobooks, movies, WiFi, Hoopla and Canopy). Internet usage is down slightly. Attendance numbers are good.
- Consumer reports is something people want, but it doesn't seem to be getting a lot of use, and it is expensive. **Pierrette will check** whether access is valid with a Warner Library card.
- The draft of the Library's Strategic Plan has been written and is being reviewed by Laura and Rosemarie.

Art Exhibitions Update:

- The June exhibit will be the same as May.

Tiffany Reading Room Update:

- Ben sent Rosemarie an updated proposal for \$19K (to reflect site visit fees of \$1,750). There is \$3,700 remaining in T92, and Village will cover the rest.
- Sara will lead a NY Adventure Club group on July 9, including a TRR tour. She will get the key from Anne.

Other issues:

- Rosemarie notes that the HVAC reports on humidity levels have been good.
- The Board approves Patty Vano as Principal Library Clerk \$55K/year effective 6/1/23
- The Board approves the hiring of Summer Bock and Jennifer Knox-Hooper as P/T Library Clerks at \$19.14/hour effective 6/13/23.
- The COVID paid leave policy is still in effect, but needs to be updated in the personnel manual. This will be done next month.
- Trustee training update: Sara Kelsey completed "Intermediate Library Trustee Education 102" (via Zoom 5/16/23) and "Charities Symposium - Doing Well by Doing Good" (in-person 5/17/23).
- The next Board meeting will be Monday, July 10, at 6:00pm at the Library.