

**Minutes of the Irvington Public Library Board of Trustees Meeting  
June 10, 2024**

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

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

The minutes of the previous meeting of May 13, 2024, were accepted.

The Treasurer's report for May was accepted. The overall budget is 6% under, but there are adjustments that will be made at the end of the fiscal year. Heather notes there is a contingency line that will help mitigate some over-budget items. Building Repairs & Maintenance is currently under budget, but will be over based on encumbrances (\$25K). Other departments that are over budget are: Labor, Equipment, Professional Fees, Office Equipment Repairs & Maintenance, Customer Services, Social Security, Hospital, and Vision. Fiscal Year results will not be available until July, following the Village audit.

Discussion about the use of T101. Rosemarie notes that monthly A/V materials expenses from T101 are between \$500-1000. It has been the case "for a while" that non-physical/book materials have been paid for from T101. These items are popular with patrons, especially young adult / children's items. Because Trustees determine which account the budgeted spending can come from for these items, and in light of reduced FOIL contributions, the Board will change the source of funds for A/V items. Effective immediately, the Board approves changing the funding source of A/V materials to the book line of the operating budget. ***Heather will run a report of T101 non-program spending over the past year.***

Regarding Building Maintenance & Repairs, Mitchell notes that no other Village department budgets for its own building maintenance. Rosemarie notes the semi-autonomous nature of the Library as one issue; she also notes that other Library Directors also face issues with maintenance/repair budgeting as well as managing any work that needs to be done. ***The Board will discuss this issue further to determine if (and what) changes should be considered.***

Rosemarie has been working with Library staff to get within the programming budget (T101). ***She will reassess their recommendations*** based on the approved change for A/V materials, since there will eventually be more T101 funds available. She notes that museum passes need to be trimmed as well. This will be realized as a rolling savings over the year because some passes/memberships are already paid for the year (and some programs have already been set up).

Roddy's Board email address (MS Office) is still not working. ***Rosemarie will help him look into this.***

***The ServPro agreement will be discussed next month when Sara is in attendance.***

### President's Report:

- The most recent leak may have been due (in part) to the missing tenant terrace canopy, which has not been replaced. Angel has set up a temporary canopy. Damages are estimated to be around \$1000; the Library will not submit an insurance claim.
- All relevant invoices have been submitted to NYMIR.
- Rosemarie and Laura met with John Warren and Janean Dipaolo regarding humidifiers. John and Janean were initially opposed, but agreed based on the cost as well as the comparative cost of rentals, including the significant amount already spent by the Library. Angel has also solved the storage issue.
- The Board approves the proposed dehumidifier purchase. **Rosemarie will consult with Katie Bugna to determine which budget line to charge** (Building Maintenance & Repairs, Equipment, etc.). This will be a shared expense with WHG, as it is necessitated largely by condensation from the chiller lines.
- The expansion tank replacement will be done in the fall when the A/C system is turned off.
- Rosemarie submitted a request to the Village to use \$145K from the fund balance for chiller and pump control work.
- PTG purchased one instant hot device and will install it to see how well it works. A total of three would be needed, This may be paid for from the construction bond.
- There are two open PTG invoices that are not on the budget yet (Young Adult area work and miscellaneous repairs, totaling around \$16K). **Rosemarie will check with Katie regarding fiscal year Building Repairs & Maintenance.**

### Director's Report:

- Review of Programs: May was a busy programming month, especially for YA programs. 3 of the 4 extended hour (exam study) days were well attended. The petting zoo was very popular. Children's program highlights included "touch a truck" day. Movie programs included Oppenheimer, Barbie, and Moonstruck. Oppenheimer was especially well-attended.
- Review of Circulation Statistics: print books were slightly higher; magazines increased significantly. Physical A/V materials are still low. Rosemarie has been speaking to other library directors about this issue. She notes that offering materials that aren't available elsewhere appears to be a good strategy, and the Library may emphasize the curation of those collections. Another idea being considered is buying a DVD player to lend out for materials not available in other forms. One issue would be to figure out what cables/connectors would be needed for patrons to be able to use the player.
- PC use was down in May, although Wi-Fi usage increased. This is consistent with the observation that people generally bring their own devices, and suggests that it may be possible to cut down on the number of Library computers (freeing up space for the use of personal laptops). Rosemarie notes that Hoopla and Kanopy usage were also down last month.
- Rosemarie attended department head meetings and other events in town.

### **Director's Report (continued):**

- Lisa Jacobs has been assigned as the Library's mentor for the Sustainable Libraries Initiative. The Library needs to put together a SLI committee. One suggestion is that Charlotte Binns (from the Green Policy Task Force might be interested in participating.
- The FOIL book sale is coming up. Roddy, Heather, and Laura are working on setting up for it. Roddy notes that Alice has done a great job organizing the setup process, and suggests creating a book sale "manual" to help maintain the process.

### **Art Exhibitions Update:**

- November is the only 2024 month currently available. Rosemarie will place an Arts Westchester announcement if needed.

### **Tiffany Reading Room Update:**

- A few summer tours have been scheduled.

### **Other issues:**

- The Board approves the 2023 NYS report.
- Abbott House is running a 6-week children's art program over the summer. They will pay a \$65 program-room fee, and leave the room in the condition in which they found it. The Board approves this rental.
- Ed Marron has requested the removal of the excess furniture that is currently in the lobby area near the TRR (2 round tables and 7 chairs). Larry says they can be sold or donated to a nonprofit organization for fair market value, which would need to be determined. Another option could be to give the items to the Senior Center or other Village department. ***Laura or Rosemarie will check with Dominique to see if he knows anyone who might want them.***
- Ben Branch is retiring, and will help with the search for a new construction manager.
- Upcoming trustee training include: Library systems (WLS) on 10/15; Inclusive interactions (for special needs patrons) on 6/18; and sustainability on 6/18.
- ***Rosemarie will send information on how to access pre-recorded programs.***
- The next Board meeting will be Monday, July 15 at 6:00pm at the Library.