

**Minutes of the Irvington Public Library Board of Trustees Meeting  
June 19, 2025**

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

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

The minutes of the previous meeting of May 12, 2025, were accepted with one minor change.

The Treasurer's report for May was accepted. There is 1.6% of the budget remaining. While this is the end of the fiscal year, there are a few more bills left to come in. Rosemarie notes that the books will be closed at the beginning of July due to the audit starting soon thereafter. The current fund balance is \$95K, but the remaining bills will reduce that a bit. T101 had a significant debit due to delayed billing for a music and movement class and a knitting program.

**President's Report:**

- No changes to report regarding building maintenance issues.
- Rosemarie is waiting for the revised estimates from Carrier. Costs have increased in the time since the original estimate was provided (\$145K total).
- Rosemarie and Laura met with Jimmy John to review the painting work estimate. He added a small amount of overage, but doesn't think it will change much from the estimate (\$7,386.40, 4 days) due to preparation time.
- Some additional water damage was noted in both the Storytime and Program Rooms. Angel has not yet determined the origin of the new Program Room leak, which is located around the projector area. There is no visible water, but it's concerning because of the proximity to the projector. ***Rosemarie and Laura will follow up with John Warren next week.***
- ***Rosemarie will schedule the induction loop installation***, possibly in August. ***Rosemarie will put Roddy in touch with the installers*** before the work begins
- The Board approves carpet cleaning by Halo Carpet & Upholstery Cleaning Service (\$1,600), which will come out of the maintenance budget.

**Director's Report:**

- Review of programming statistics. A consistent amount of programming took place — 17 programs with 135 people attending. Knitting and study day attendance were especially popular.
- Senior movie day was baseball-themed, featuring *A League of Their Own*. Lunch included hot dogs and black-and-white cookies, and was very well received.
- Rosemarie received feedback that teens had expressed appreciation for the YA de-stress programming, including the knitting program and petting zoo. The programs also helped them make new friends and generally de-stress.

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

- More than 200 children (and parents) attended Touch a Truck Day on May 13, despite the rain — always a very popular event.
- Review of circulation statistics. May 2025 has reached the highest overall total since the pandemic. One interesting thing to note is that the increase isn't only due to streaming content. Books are also increasing. Magazines dipped slightly. Computer and WiFi use are also still growing
- Attendance is trending upwards, which will likely continue through the summer. The Library's use as a cooling center is also a factor.
- Consumer Reports continues to be well-used.
- Rosemarie attended a few meetings this month including Village Department Heads, Community Advisory Board, and the PLDA Finance Committee.
- Summer reading programs start tomorrow, with some hosting "kickoff" parties. Many programs are planned.
- Carolyn, Lois, and Christina made a video for Dows Lane students to inform them about summer reading options at the Library.
- **Rosemarie will speak to Christina and Keshet** about adding TikTok to the Library's social media profile.
- A \$3K donation was received from an Irvington family. (credited to T92)

### **Art Exhibitions Update:**

- The Garden Club photography exhibit, "Growing Connections", continues through June 25.
- The gallery is scheduled through June 2026, except for March.

### **Tiffany Reading/Community Program Room Update:**

- Sara is doing a TRR tour for the Garden Club on June 26.

### **Other issues:**

- Sara and Rosemarie attended the AI training program on May 29, "Crafting An AI Policy For Your Library". Brief discussion about the program. Board members can review recorded programming or attend upcoming training events.
- The Board approves the Library's new "Materials Selection Policy" and "Materials Reconsideration Form".
- The Board approves a change to the Employee Guidelines Personnel Policy. This is a minor change to the wording regarding vacation and sick time policies, as follows: "Any employee changing from part time to full time shall receive vacation and sick time allotments at the full-time rate, commensurate with the number of years they have worked at the Library as an eligible employee (i.e., regularly scheduled to work twelve [12] or more hours per week."
- The Board approves serving wine and cheese at Susan Breen's author event on September 25.

**Other issues (continued):**

- Rosemarie received an email from the Rivertown Chamber of Commerce confirming Irvington's participation in the Library Gala, which will take place on September 18 at one of the Rivertown libraries. Ardsley and Hastings are possibilities for hosting. Rosemarie also attended the Gala planning Zoom on June 22. Rosemarie and Laura met with Heather Bancroft to discuss ***fundraising and planning ideas***. Alice Picon gave Laura a list of possible FOIL donors to reach out to. ***Among the other things that need to be done are:*** select an honoree, provide silent auction items, designate a project for the Gala donation received, finalize the mailing list, and design a logo. Laura suggests Chris Mitchell as Irvington's honoree. Possible silent auction items include a pizza party hosted by Library staff, and a private tour of the Morgan Library hosted by Dominique. For a proposed Library grant project, one idea is to update the sound system in the Program Room.
- The next Board meeting will be Monday, July 21, 6:00p.m., at the Library.