

## Minutes of the Irvington Public Library Board of Trustees Meeting

March 11, 2024

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

The Library Board of Trustees notes the passing of Agnes Gillen Sinko on March 2, 2024 at the age of 83. A lifelong Irvingtonian, Agnes was a librarian for over 40 years, serving as the Library director from 1988 until retiring in 2005. Even after her retirement she spent many hours in the Library attending programs and taking out a prodigious number of books. Contributions in her memory may be made to the Agnes and Josef Sinko Memorial Fund at the Library.

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

The minutes of the previous meeting of February 12, 2024, were accepted with minor corrections.

The Treasurer's report for February was accepted. Overall the Library is 3% under budget. Building Repairs and Maintenance has \$19K encumbered, held over from last month. The Library will most likely be over budget after that comes in. Last month, expenses were \$2,418.12, with a balance of \$29,019.16. \$3K still has not been identified. ***Heather will investigate and report back next month.***

Sara Harris Weiss and Dana Levin from FOIL were present to discuss program funding needs Discussion about T101 fluctuations. Some programming vendors don't bill consistently, leading to issues with cash flow. Some programs have a large outlay (e.g., museum passes). Rosemarie and Laura are working on getting Library staff to review programs (what's popular, what's working, what's not working, etc.), and explore new ideas to draw more people in (what to program, when to schedule). Increased program fees have also had an impact. Some expensive programs aren't drawing enough people to justify continuing. Knitting and chess have been well attended, but are expensive. Musical programs and board game nights have brought people in. Sara and Dana note that FOIL memberships have been declining a little. FOIL is trying to find ways to grow membership cost-effectively. Currently memberships yield around \$12-13K, and the book sale around \$4-5K. They are considering hosting a spelling bee in April at MSS, but there might not be enough time to organize for this year. The next book sale will be in June. Currently, the T101 balance is \$29K; an additional \$18K should be added in the second half of 2024. FOIL is hoping to provide another distribution before the end of their fiscal year in June (\$22K in memberships this year; \$24K last year). Overall, approximate donations to the Library around \$30K for the year is a reasonable estimate.

### President's Report:

- John Fendorak has not gotten back to Rosemarie about the ServPro invoice review.
- PTG completed the work on the hinge replacement for the display case and ceiling tiles in Rosemarie's office, with one exception (for a location where the fire system needs to be turned off).
- **Rosemarie will schedule the expansion tank work**, which will be a shared expense with WHG.
- Carrier sent a quote via Sourcewell for the chiller and pump control (to tie in the IVE controls), which will be a shared expense with WHG (\$23,870.00).
- Rosemarie notes that consulting fees on the HVAC system bills have been lower since working with Carrier.
- The Board approved Carrier's quote via Sourcewell to install a UV lighting kit in air handler 1, to be paid from the construction bond (\$11,069.04). This will be the final item on the bathroom construction bond. **Rosemarie will determine how much is left over.** Any remaining funds will be used for other bathroom projects.
- Carrier sent a revised quote via Sourcewell for replacement of the controls for the VAVs (\$120,519.00). Funding will come from the Fund Balance. **Rosemarie and Laura will review this with Katie** to make sure this is the best option.
- The condensate pumps will be replaced in April or May when the system is turned on.

### Director's Report:

- Review of Programs and Statistics: There were 6 young adult programs with 51 attendees, an excellent turnout. Rosemarie notes that the YA space has been re-done. There has been an uptick in volunteer groups needing a place to meet, including an offshoot committee from the Garden Club and the Village DEI committee.
- An Environmental program is being considered. **Rosemarie will talk to Keshet** about doing something on the subject of deer management, which is being considered by the Village.
- The K-5 Chess Program had 29 children in the first two sessions.
- Circulation: Levels are similar to February of last year. Children's borrowings have dropped a bit, possibly from the Children's Room closure due to leaks. PC usage has seen a modest increase. Wifi usage is up and online borrowing is doing well. Overall, the Library is at Pre-Pandemic levels.
- Month to month November and December circulation statistics were strong, but have leveled off since then. Online borrowing has helped with the overall increase.
- Carolyn is happy with the restored display case.
- The World Read Aloud at Dows Lane was a highlight last month.

### Art Exhibitions Update:

- The current exhibit is “Citiscapes” by Ada Pinchuk Hyman.
- Artists are needed for August/September and November/December. **Rosemarie will post something in Arts Westchester.**
- Joann Tedesco will hold a reception at the end of the month.

### Tiffany Reading Room Update:

- The restoration and decorative painting finished. The process was a lengthy one, all done by eye. The area on the North wall was also touched up. Some loose mouldings on the beam were noted. Ben Branch is trying to line up someone to do the work.
- **Anne will reset the TRR clock for Daylight Savings Time.**
- On April 27 there will be an “Arts and Crafts” tour between 1-3pm.
- Sara had a tour by the NY Adventurers club.

### Other issues:

- Roddy was appointed to the Library Board of Trustees by the Village Board on February 28 (term expiring December 2025).
- The Board approves the use of the Program Room for Agnes Sinko’s Memorial Service. if the family wishes to use it.
- Rosemarie and Sara attended the Library-Municipality relations trustee education meeting on March 6.
- Upcoming Trustee Education Events:
  - March 19, 5:00pm: “What’s New in the 2023 Edition of the Trustee Handbook” webinar;
  - June 18, 5:00pm: “Libraries for the Future: An Introduction to Sustainability as the Newest Core Value” webinar;
  - October 15, 5:00pm: “Governance Structure: The Role of Board Officers and Board Committees” webinar;
- The Board will review **the Library’s Conflict of Interest Policy, which will be drafted by Sara**, at the April Board meeting.
- The next Board meeting will be Monday, April 8, at 6:00pm at the Library.