

**Minutes of the Irvington Public Library Board of Trustees Meeting
May 13, 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.

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

The minutes of the previous meeting of April 8, 2024, were accepted with minor corrections.

The Treasurer's report for April was accepted. Overall, the Library is 14.2% under budget with one month remaining in the fiscal year. There will be additional expenses coming in, but should remain under budget for the year. Professional fees are \$8.2K over budget. Rosemarie notes that reflects Library IQ, a WLS partnership that is ending. Building Repairs and Maintenance is lower than normal, but still slightly over budget.

Discussion about T101, including the need for contingency planning. Based on current expenditures, program funds may not be available past September. ***Rosemarie will ask Librarians*** to make spending projections, set priorities, and start making cuts where possible. There will be a small check coming from FOIL, and the book sale in October (probably around \$4K), but no other funds are expected as of now. Other program fund sources are limited. The fund balance and T92 are not intended for this purpose; charging for programming is not permitted under NYS regulations).

President's Report:

- Another leak occurred in the area of Rosemarie's office on April 15. The cause was a blocked main drain in two 3rd floor apartments (originating from a 4th floor shower). Invoices from ServPro and PTG will be submitted directly to NYMIR for payment (per John Fendorak).
- John Warren and Janean Dipalo from WHG came to review the damage and installed water alarms. They will consider installing alarms in other apartments based on the results from these initial units. Angel suggested snaking the main drain lines every few years. He noted that the presence of T-junctions makes this process challenging.
- ***Rosemarie will arrange a tour for the Board*** the next time there is an empty apartment.
- There was a small leak in the Program Room recently, but it caused no significant issues.
- ***Rosemarie is looking into purchasing dehumidifiers*** -- two smaller units for the Children's Room, and 2 larger units for the Reading Area. She notes this would probably be a shared expense with WHG, since it is necessitated by the condensation from the chilled lines that serve the building's A/C. The units will primarily be used during the

President's Report (continued):

summer, and will be available to the tenants when not in use. Angel said he could figure out storage space.

- The expansion tank replacement still needs to be scheduled. Because the A/C system was already turned on (and would need to be turned off for a few days for the repair), the options now are to wait for a few cool days or delay until the end of the cooling season.
- Rosemarie will schedule the VAV control replacement, which will be paid for using the fund balance. The tie-in of the IVE controls was included as part of this work, resulting in an additional expenditure. The Board approves the revised amount of \$145K for this project. Rosemarie notes that 40% of the additional \$20K expense will be covered by WHG, as this portion of the project is a shared expense. The fund balance will be under \$100K following completion, however the noted shared expense portion will be credited back (either to the operating budget, or in the form of credits towards shared expenses).
- Rosemarie is waiting for the installation of the UV lighting kit in air handler 1 to be completed.
- Rosemarie is also waiting for an invoice for the air handler pumps that were replaced on May 6.
- ***Rosemarie will follow up with Lou*** from PTG regarding the instant hot device for the public bathroom (due to extremely hot water temperature).

Director's Report:

- Program attendance has improved. There were 13 adult programs with 151 participants. One program was hybrid (Toni McKeen), with 4 in-person and 13 virtual participants. There were 14 young adult programs with 150 participants. Chess is always well-attended, though the program is expensive to run. There were 23 Children's programs, with overall good attendance.
- Outside meeting groups are bringing people into the Library. Rosemarie notes a partnership with the Town Hall Theater to host their filmmaking class.
- Board game night was featured in the local paper.
- There was a slight drop in Children's circulation. Periodicals increased dramatically over last year. Audio books down. Grand total same, making up with online resources.
- The social media "blast" about the availability of the Consumer Reports April car issue appears to have generated a lot of use.
- Heather notes a possible error on the circulation spreadsheet, with several categories showing the same value in March and April. ***Rosemarie will double-check this.***
- Attendance is also up. There isn't one clear explanation, but Rosemarie notes several possible contributing factors: primary voting, increased program attendance, as well as people stopping by to use the restrooms.
- A light breakfast was provided for the WLS system training meeting on 3/27 on how to improve use of and reporting from the catalog. Staff from other libraries attended as well. The Board approved reimbursement for food of \$93.84 from T92.

Director's Report (continued):

- Rosemarie notes that the Library got a discounted rate on its Sustainable Libraries Initiative membership (\$640, down from \$800).
- Update on the Agnes Sinko Memorial Fund: The Library staff recommends using this fund for improvements to the Library's interior near the entrance, including a display case.
- The Library purchased a seasonal museum pass membership for the Armour-Steiner Octagon House (\$200), which will be available to Library patrons.

Art Exhibitions Update:

- The gallery is booked through October. **Rosemarie will place an announcement** with Arts Westchester regarding the need for artists in November and beyond.

Tiffany Reading Room Update:

- The TRR has reopened to the public following repair work. **RG will announce on social media that the TRR room is available for use.**
- There was a tour on April 27th that included 17 people.
- **Sara will let Rosemarie know about future tour plans.**

Other issues:

- The Village Board adopted the Library's budget.
- The Board approved the final consulting bill (\$2,250) from Ben Branch for the TRR repair project. This will be paid from T92.
- Discussion about finding someone to take over Ben's TRR consulting role. He recommended someone who teaches historic preservation at WCC. Rosemarie will follow up with Ben about connecting. As the Village works towards updating the Village Hall's heating, cooling, and electrical systems, there will be an increased need for someone with a perspective that is sensitive to the historical nature of the TRR.
- Carrier reported to Rosemarie that one or two of the condensate pumps do not need replacing.
- Discussion about the ServPro Master Service Agreement. Rosemarie notes this agreement carries no obligation to hire them, but after signing, they will tour the building to review needs and the Library will be a "preferred" customer (in part because it is a cooling center and a public space). The Library can hire other contractors at any time. **Rosemarie will send a copy of the agreement to the Board for review. Sara will review the agreement for any legal concerns. The Board will discuss and vote on the agreement next month.**
- Discussion about amending the longevity pay policy: The Village has been reviewing policies, and has asked the Library to clarify the longevity pay policy as it relates to employees who switch from part-time to full-time or vice versa. The Board approves the proposed amendment, and adopts the change retroactively.

Other issues (continued):

- Two clerks have resigned. One new clerk started today. The Board approved Daniel Iaciaoano as P/T clerk at \$19.14/hour effective 5/13/24.
- Discussion about an offer of training/advocacy work related to library services for adults with disabilities. The parents of a special needs patron, who has aged out of the BOCES program, have received a grant for Library staff training on interactions with special needs adults. Rosemarie has discussed this issue with the head librarian at the Harrison Public Library, but has not heard directly from the patron's family. ***She will keep the Board updated*** on any further information regarding this possibility.
- There are two Trustee training events on the calendar (June 18 and October 15). There will not be many more until after summer. Rosemarie notes that viewing pre-recorded sessions also counts towards training hours. ***She will provide information on how to access recordings.***
- The next Board meeting will be Monday, June 10, at 6:00pm at the Library.