Minutes of the Irvington Public Library Board of Trustees Meeting
May 11, 2026

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

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

The minutes of the previous meeting of April 13, 2026, were accepted.

The Treasurer's Report for April was accepted. With one month remaining in the fiscal year, the Library is on track to be within its budget. Heather notes that some outstanding bills will come in over the summer (including expenses related to summer reading programs), but this should not change the results for the year. The current increase in T101 expenses reflects delayed bills that hadn't come in yet (some from as far back as September). Rosemarie notes that FOIL's annual meeting is coming up. ***She will ask them about the timing of their next contribution***. The Book Sale went well, raising a little over $5K. Dominique notes that while there were fewer books in the sale, the selections were overall higher quality.

President's Report:

- Rosemarie purchased a water sensor, which has been placed inside the ceiling projector panel in the Program Room. She will receive notifications if water is detected.
- Discussion about Program Room repair status.
- Rosemarie received three bids for the projector replacement. Metro Sound Pros submitted the low bid ($4,950). Rosemarie notes they are on the list of prevailing-wage contractors. The Board approves their proposal.
- The Board approves the induction loop repair to be done by Metro Sound Pros ($2,575).
- Evan Electric motors & Pumps repaired, repainted, and returned one of the boiler room hot water pumps. They registered with the NYS Department of Labor so they can be paid.
- Tietjen Venegas submitted two proposals for the HVAC project. Option 1 ($870,650) will replace existing equipment and keep the system operating as is. Option 2 ($937,200) would install new heat pumps, with the current chiller diverted to the apartments only. Option 2 is high-efficiency. While it is more expensive up front, it will cost less in the long run (estimated 20% overall savings). ***Rosemarie will ask Charles how to proceed***, including whether this item should be put in as a capital bond request. The Library transferred money from the Library fund balance to the Village for a previous Carrier project that was ultimately never done. That money is still being held by the Village.
- Discussion about preparing a comprehensive project presentation for Tietjen Venegas or someone else to present to the Village Board. Roddy suggests ***developing a detailed estimate of the long-term savings amount and time frame for Option 2***. In addition to being less efficient, Option 1 may also have issues with replacement parts and service down the road as older technology sunsets. Larry also suggests ***investigating grant options based on efficiency***.
- The current system works, but it's complicated to control. More will be known in July about how well the current system works, when Rosemarie is away and others have to monitor and

President's Report (continued):

adjust the system. Carolyn will be the primary person for this while Rosemarie is away; ***Heather offered to be the backup person.***

- Workforce Housing will address the broken bleeder valve during the changeover to AC in the building.
- Shared building expenses ***will be available for approval next month***.
- The Board approves the cost of the regular HVAC changeover ($1,512). DP Wolff will turn on the chiller and winterize the boiler.
- Sara, Pierrette, Laura, and Heather are continuing their review of the HR handbook. ***Employee performance evaluation forms were distributed at the meeting for comments and suggestions*** and will be discussed for approval at the next meeting.

Director's Report:

- Review of programs and statistics. Adult programs were busy with 19 programs overall (15 in person; 4 online). There were 6 YA programs and 26 Children's programs. Rosemarie is considering developing tables to show trends in programming.
- Chess program attendance has dropped off a bit since spring break.
- Programming highlights include yoga, which has been consistently popular. If attendance continues to be strong (12-15 people), something may need to be done to alleviate crowding.
- Other popular programs this month included online programs in partnership with other libraries. Rosemarie notes two especially popular examples -- a lecture about Andrew Carnegie and a presentation about Robert Caro's *The Power Broker*.
- Outside meetings this month included use of the Local History Room for a conference call. Rosemarie notes this is a service the Library would like to offer in the near future. Improving WiFi with a hotspot is being considered. FOIL used the Tiffany Reading Room for a meeting; Chabad Lubovitch of the Rivertowns rented the Program Room; and the Tiffany Reading Room was reserved for an interview about a project for slavery memorials.
- Rosemarie notes that Carolyn's displays are very popular (especially the horse display).
- Statistics continue to be driven largely by electronic materials, which are increasing. Videos are slightly lower. The Library added 2 borrows to Hoopla, and that seems to have reduced patron error messages. The additional borrows added $260 to the monthly cost. Rosemarie feels this is worth it, considering the improvement in patron experience. This is a dynamic situation month-to-month, so it should be tracked to see if changes are needed. For now, Rosemarie feels the book budget is sufficient to absorb this change, but if the cost increases over time, other sources may be considered.
- Year-to-year trends are similar to month-to-month trends.
- Consumer Reports continues to be popular (15 people viewed 126 articles).
- 104 new adult Library cards were issued in April. Linda visited the High School to help students sign up for their own cards. There might be some duplication with existing junior cards. ***Junior and adult cards for the same patron should be combined into one account.***
- Rosemarie attended an information session about NYS Library Talking Book & Braille Library services. This is a wonderful and very underutilized service available to NYS residents who can't get to a library (i.e., homebound patrons). It includes braille, audiobooks (including Hoopla), and other accessible materials.

Director's Report (continued):

- Rosemarie also attended several meetings including the Community Advisory Board meeting and the Village Department Heads meeting. She also met with the Library's NYMIR agent for a walkthrough of the Library on April 22.
- Rosemarie mentions there was an interview about the Library's engagement with NY Medical College students. ***Rosemarie will get a copy of the interview.***
- Rosemarie, Laura, Carolyn, Sara, and Pierrette attended a virtual NYS Department of Labor meeting on May 5. The focus was training on the new prevailing wage rules (as of January 1, 2026). The meeting included information on the criteria, process, forms, and rules around the prevailing wage requirement.
- Privacy screens were installed on public computers.
- Rosemarie, Laura, Carolyn, Sara, Roddy, and Pierrette met with Terry Kirchner on May 6 about developing a Memorandum of Understanding for a municipality. This was in part a follow-up to the conversation Rosemarie had with Charles and Katie about who is responsible for approving Library expenses. For regular expenses, the Library Board is responsible, as defined by NYS Education Law, which governs the Library. There may be exceptions, for example, the current HVAC project being proposed by Tietjen Venegas, which may be handled differently because of where the money is held for this project. Terry said he can help with the process of defining responsibilities, developing agreements, and presenting the information to the Village Board.

Art Exhibitions Update:

- The current show is "Discovery", portrait paintings by Wendy Goidell.
- The Gallery is booked through 2026 and part of 2027 (February - June; October and November).

Tiffany Reading Room Update:

- On June 13, Sara is leading a tour of the Irvington and Tarrytown Old Croton Aqueduct, including a stop at the Tiffany Reading Room. The tour is fully booked.

Other issues:

- Laura completed a trustee training session ("Hiring and Evaluating the Library Director").
- Upcoming Trustee Training includes: "Laws and Regulations" on June 17, and "Duties and Responsibilities of Key Office Roles" on October 29.
- The new Library budget was adopted April 23 ($1,147,917).
- The Irvington Volunteer Celebration will be held on May 15 at the Senior Center.
- The Board approves serving wine at the June 19 Chabad Shabbat program.
- Discussion about accepting a sculpture that has been offered as a donation from Alison Gilbert. The Board appreciates this offer, but does not approve the donation.
- Drafts of the employee self-evaluation and annual performance review ***forms were distributed for comments and suggestions***. These will be considered for approval at the next meeting.
- The revised Disaster Response Plan was distributed for comments and suggestions. There are still changes to make, including revisions to language about power outage estimates, and the need for language about possible reopening. ***This document will be revised for review and discussion in June. Comments should be emailed to Rosemarie.***
- The next Board meeting will take place on Monday, June 15, 6:00pm, at the Library.