

**Minutes of the Irvington Public Library Board of Trustees Meeting
November 17, 2025**

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; Mitchell Bard, Trustee Liaison.

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

The minutes of the previous meeting of October 6, 2025, were accepted.

The Treasurer's Report for September and October was accepted. The Library is on budget. T101 expenses were high at the end of the summer, but have been coming down since (\$1300 this month). Vendor reimbursements are up to date. The monthly average is typically under \$3K. Rosemarie notes the trend towards doing more programs that are shared with other libraries, as well as online programs. Costs are lower for the Library, but patrons still get the full benefit of these programs. The recent FOIL book sale went well (~\$5K total sales). The FOIL membership drive will start soon.

The Board notes this is Mitchell Bard's last meeting as the Library's Trustee Liaison, as his Village Trustee term is coming to an end. The Board thanks Mitchell for his dedication and support, and wishes him all the best going forward.

President's Report:

- There will be an update on the mechanical systems project status next month.
- Water was discovered on the outside front wall of the building on November 10. Subsequently, leaks were noted in several areas including the vestibule, Rosemarie's office, and the skylight on November 11. The cause was determined to be a broken radiator bleeder valve inside a wall in a tenant's apartment. Once discovered, Angel was able to stop the leak at the source. It appears that the leak had been going on since November 8, but was hard to detect until water soaked through the walls and insulation and appeared inside and outside the building. Angel sent a request to WHG to arrange for a plumber to do the repairs. Replacement parts have been ordered.
- Rosemarie is waiting for the invoice related to the weatherstripping repairs.

Director's Report:

- Report on Programs and Statistics: October was a busy month for programs, despite not being able to use the Program Room due to the book sale for the last week of the month. For adults, online cooking was very popular. In YA programs, teen knitting added new participants. Other popular programs in October included "Trick or Triage" and Music & Movement, which was able to double attendance by offering back-to-back sessions. There were no space issues, and nobody was turned away. ***Rosemarie will ask Lorie about the possibility of a discount*** for scheduling two classes back to back. There will be only 2 sessions in November and 2 sessions in December (due to Tuesday holidays).

Director's Report (continued):

- Report on circulation statistics: Year-to-year October book circulation has not changed much; month-to-month is down a little. There is an overall increase mostly due to electronic and streaming activity. The Library was a net lender again.
- Rosemarie attended Department Head meetings in October.
- Rosemarie attended the NYLA conference and provided a separate report. The overall environment was very enthusiastic. Topics of sessions she attended included customer service, working with the Library's "Friends" group, addressing issues with patrons, and tips for staff on working with neurodivergent patrons. The keynote speaker was from the Moth organization and spoke about ways in which storytelling can be helpful (e.g., grant writing, public communication, etc.).
- Staffing update: Christina Baulch has resigned, effective November 20; she has accepted a position as the Ardsley Children's Librarian. **Rosemarie will begin the civil service list process** soon. She reached out to the CS office and was told there are 50 people on the list.
- Part-time Clerk, Daniel Iacifano resigned effective December 1. This was planned a while ago, so the Library has already received 12 applications. Rosemarie notes that Daniel works evenings and Saturdays, so there may be some staff scheduling changes needed to make sure there is consistent coverage (and backup).

Art Exhibitions Update:

- The Gallery is booked through July 2026; August is the only open month through December 2026. January 2027 is open; February is the High School Art Show; and Pam Grafstein is booked for March 2027
- The current artist is Ardeth Schulyer. Next month's artist installation will take place on December 4. **Dominique will take down current artwork on December 1.**

Tiffany Reading Room Update:

- No report this month.
- A visitor noticed that there are some old printed books with uncut pages. **This should be addressed at some point**, but there are no specific plans as of now.

Other issues:

- Laura notes there is an upcoming Trustee Handbook Book Club event on November 18 (5:00-6:30pm online). Other past webinars are available for viewing.
- **Trustee training hours need to be finished before the end of the calendar year. Laura will send an email** about what is available.
- The Board approves Daniel's and Christina's resignations (see agenda). Christina will continue to work at the Library as a substitute.
- The Board approves the closing of the Children's Room one hour before closing on late days. Rosemarie notes this is partly due to Christina's departure, since she used to be there at the end of the day. Patron access can be provided if requested. **Rosemarie will work with Carolyn** on the plan and for installation of the tape barrier.
- Keshet will be in charge of the Library's social media presence. Previously, she had worked with Christina on this. Rosemarie also notes there likely will be a shift away from using the Children's room for programs.
- The next Board meeting will be Monday, December 8, 6:00p.m., at the Library.