

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

October 16, 2023

***In Person at the Irvington Public Library:*** Present: Laura Lilienfield, President; Heather Thomas, Sara Kelsey, Anne Goldfield Rehm, Dominique Piçon, 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 September 11 were accepted, except for references to Steve Tilly's billing. Tonight's discussion on this topic supersedes the discussion from September 11.

The Treasurer's report was accepted. Heather notes that while the Library is 4% under budget overall, Building Repairs & Maintenance is over budget, with \$23K still encumbered. The fund balance deficit (\$9,980) reflects the amount for state retirement and Social Security expenses in excess of budgeted amounts (per Katie at Village Hall). \$1,732.50 was spent from T92 for the painting finishes consultant for the TRR (there is still a small amount left to do to complete this work). Heather also followed up on a question from the September meeting regarding the donated artist deposits from January and February. Both deposits have been properly accounted for and added to T91. This month, \$4665.88 was spent from T101 (including several museum pass renewals), leaving a balance of 13,328.35. FOIL has offered to do additional fundraising if needed.

### **President's Report:**

- Angel will repaint the Program Room ceiling patch on Wednesday night after closing. WHG sent people to patch the ceiling and repaint, but the color is mismatched. Angel will also replace the program room outlet in the near future.
- Leak diverters have been installed in two places. ***Rosemarie is looking for an idea*** (e.g., decorative column) for masking to improve the appearance. She will look to see if something is available on Amazon, but is looking for other ideas. She notes that the Children's Room diverter isn't as out in the open as the one in the front.
- Rosemarie notes that the Historical Society's Legacies Project display has been well received.
- The rusty cap sprinkler passed inspection, but will be replaced by WHG's sprinkler company (per Jeanean).
- The valves outside the bathrooms passed inspection, but the tags need to be replaced. ***Rosemarie will contact Jeanean*** to have WHG take care of this.
- Rosemarie and Laura met with Chris Collins regarding Carrier issues. The expansion tank replacement will be done before the end of the year. The chilled water pump refurbishment should take about 2 weeks.

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

- Bathroom renovations are complete. One bit of feedback is that hooks are needed. Hooks will be installed when shelves are put in. Another suggestion was to add some artwork. This will be discussed at a future meeting.
- The Board approves an invoice amount of \$158,391.40 for bathroom work. This reflects an overage from the original \$112K estimate. The \$46K change order included bringing fireproofing materials up to code and a few other things. Many metal studs had rusted out and needed to be replaced. The invoice is to be paid from the bond line. (There may be some restrictions regarding which parts can be paid from the NY State grant.) The staff and Children's Area bathrooms will be done using the remaining funds.
- The Board approves PTG's mold damage repairs (\$5,683). This will be charged to Building Repairs and Maintenance, but can be reallocated if needed (per Katie).
- Carrier items from Chris Collins:
  - He will send a revised proposal for the tie-in of IVE controls.
  - He will review 3 condensate pumps that had been replaced in July and flooded during a storm in August, as they might need to be replaced again.
  - He will follow up with Joe Mirtuono regarding UV lighting installation in air handler 1. Carrier provided an estimate of \$10,981.95, which will be paid from the construction bond.
- Angel will replace 2 electrical outlets in the air handler 4 room.
- Following the last major storm, there were no reported leaks. Repairs, maintenance, and grading have improved the situation.
- Laura and Rosemarie are ***exploring the options for purchasing a dehumidifier unit***. There is still a rental unit in the basement.

### **Director's Report:**

- Discussion about programs and statistics. Programming was strong in September. YA programs are doing especially well. There have been more outside group meetings held at the Library, with even more expected in October. Rosemarie notes that in general, there is a trend towards more in-person meetings. The Toni McKeen Zoom meetings were also well attended. Other notable programs include a tabletop game night, which has been popular; and Robert the Guitar Guy will host a program to discuss his book.
- Although circulation saw a bit of a "September slump", it was still the strongest September since the pandemic. Rosemarie notes that online platforms are doing especially well (e.g., Hoopla, Canopy) compared to last year. Rosemarie notes this is helping to alleviate some of the pressure on the circulation stats for books, and notes that bestsellers are in especially high demand.
- There have been several donations and other aid for the Library. The Library received \$50 from the DMV's "I love my library" license plate program. The Library has received donations in memory of Josef Sinko; Rosemary will list these next month. The Library

### Director's Report (continued):

also received a \$100 check (which was applied to T101) from Zoobean for the summer reading program.

- The Screenly display will soon be replaced by a SmartTV, which will eliminate the subscription fee.

### Art Exhibitions Update:

- The current artist is Michelle Winters.
- The next available opening is August 2024.

### Tiffany Reading Room Update:

- Ben Branch responded to Rosemarie indicating that he would get the final repairs scheduled. This work will be paid for through T92. If any further assistance is needed, Mary Jablonski may be able to provide additional recommendations.
- Sara's recent tour was canceled due to weather and has been rescheduled for November 5.
- The TRR clock was reset for Standard Time.

### Other issues:

- The Library will be closed on Veterans Day. **Rosemarie will make sure this is publicized** with signage and a note in the Village news blast. She notes that because the holiday falls on a Saturday, full-time staff will receive a comp day.
- Rosemarie and Laura worked on the final section of the Strategic Plan regarding facility challenges. ***The plan should be ready for approval*** next month. [is this correct?]
- ***Dominic is working on logo ideas.*** Discussion about possible design elements, including Tiffany light/history, the Irvington clocktower, and simple lines. One consideration is that the logo should reflect Irvington, but ideally also be specific to the Library.
- Steve Tilly had been submitting bills, but Rosemarie received a vendor report summarizing everything in one place. Discussion regarding reviewing billing agreement. ***Rosemarie and Laura will draft a letter to Steve Tilly*** about this. Board approval is postponed until the amended agreement is ready.
- The Board approves Rosemarie's expenses related to attending the NYLA conference in Saratoga Springs. (\$1,540 from T92)
- The Board approves Carolyn's expenses to attend a webinar on award-winning Children's books. (\$279 from T92)
- The next Board meeting will take place on Monday, November 13, at 6:00pm at the Library.