

**Minutes of the Irvington Public Library Board of Trustees Meeting
October 6, 2025**

In Person at the Irvington Public Library: Laura Lilienfield, President; Roddy Austin, Dominique Picon, Anne Goldfield Rehm, 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 8, 2025, were accepted with two corrections.

The Treasurer's Report for September will be available next month due to Heather's absence.

President's Report:

- Laura and Rosemarie met on October 1 with Tietjen Venegas, Charles Hessler, Larry Schopfer, and Ed Marron to review Carrier's previous quotes. The issue with the current quote is that the scope of work (replacing the controls only) is insufficient to fix the problem because the new components will not be able to communicate across the system. Ed and Charles agree that work is needed, but the quote needs to be re-done. Last month there was discussion about expanding the work to fully address these issues, which was estimated to be around \$80K. However, if an entirely new system is needed (except for the chiller) due to control and equipment compatibility, the likely range for that will be around \$700K, which is essentially the cost of an entirely new system. If this is determined to be necessary, it would become a Village capital project, which would be part of the new bond in the following fiscal year. Tietjen Venegas will prepare a new design proposal, which will take 2-3 months to complete. Rosemarie notes that there are probably no opportunities for grants to help with this expense.
- In light of the system-wide HVAC work needed, the U/V lighting kit replacement project is on hold until that work is completed.
- Moribito finished covering the outlet in the Reading room.
- The display cabinet in memory of Agnes and Josef Sinko was installed by the DPW.
- Weatherstripping work was completed by LI Locksmith and Automatic Doors. Rosemarie is waiting for the invoice.

Director's Report:

- Report on circulation statistics: Year-to-year comparisons are generally up across categories. Month-to-month is slightly down. Rosemarie notes this is typical for September (back-to-school lull), and there were calendar quirks that contributed as well. She also notes that a door counter may need to be added to the garden door to increase reporting accuracy.
- Electronic resource use was strong. Rosemary notes that Canopy (total of 116) is not included due to a report timing issue. She also notes that login statistics reflect users who actually click into the system.
- Programs were well attended in September (Adults, YA, Teens), with some teen programs overbooked. Some Children's programs were also overbooked. To avoid having to turn people away, Music and Movement will be offered in 2 sessions back-to-back this month to see if

Director's Report (continued):

this alleviates the attendance issues. Last month, 18 people had to be turned away. Rosemarie notes that one thing that might be helpful is to figure out a cancellation policy or consequence for no-shows, since these issues contribute to uncertainty about how many people will actually show up.

- The Green Policy Task Force is sponsoring a game involving Village-wide challenges (to earn points) and added the Library to their game.
- The Irvington Historical Society's Legacy Project portraits are on display through October.
- Two new computers were purchased under last year's budget. One has been set up in the reference area. The other will be set up next month for the display board behind the front desk.
- The Library Book Sale is scheduled for October 30 - November 1.
- Christina said her Farmer's Market information session went well. She spoke to many people who had questions about the Library. Rosemary suggests doing this again in the spring.

Art Exhibitions Update:

- Anne notes that the Gallery is booked through 2026, except for August. January 2027 is open; February 2027 is a recurring artist.
- Rosemarie suggests that Pam Grafstein might be available for August 2026. ***Anne will reach out to Pam about this.***

Tiffany Reading Room Update:

- No report this month.

Other issues:

- There are two upcoming Trustee Training events: October 30 ("Sustainable Fundraising Strategies") and November 18 ("Next Level Trusteeship: Building an Effective and Impactful Board Culture")
- The Board approves Carolyn's NYLA first-day expenses (\$475). This includes mileage, conference fees, and meals (no hotel as she is staying with family in the area).
- The Board approves the Library's shared expenses for January-May 2025 (\$14,033.34). This represents a 19% increase over last year.
- The League of Women Voters is sponsoring a voter information session via Zoom. ***Rosemarie will add an announcement to the Library's newsletter and Social-media feed. Anne will send Rosemary the details.***
- Rosemarie notes that the next regular meeting (November 10) would be the day she is traveling back from NYLA.
- The next Board meeting will be Monday, November 17, 6:00p.m., at the Library.