

**Minutes of the Irvington Public Library Board of Trustees Meeting  
September 16, 2024**

***In Person at the Irvington Public Library:*** Present: Laura Lilienfield, President; Heather Thomas, Anne Goldfield Rehm, Dominique Picon, Sara Kelsey, 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 July 15, 2024, were accepted.

The Treasurer's reports for July and August were accepted. All is well with the budget as of now. T101 had no expenses in August. FOIL received a bequest from the estate of an Irvington resident. FOIL also received sales proceeds from art sales that exhibiting artists shared with FOIL and the Irvington Historical Society. Katie Bugna has made some adjustments to budget categories. The fund balance transfer was completed for the Carrier HVAC work (\$145K).

**President's Report:**

- Rosemarie has not yet received an invoice from ServPro for the water damage in May.
- ServPro invited Rosemarie and others to attend a mold remediation presentation on October 23 in Elmsford.
- The village received the PTG reimbursement check from the April 15 water damage claim. ServPro submitted an invoice directly to NYMIR. This matter is now considered closed.
- The ***expansion tank work will be scheduled*** when the A/C is turned off for the season.
- There is a new leak in the program room. Angel has not yet determined the source and is facing some challenges accessing apartments to look for the source. Rosemarie has reached out to John Warren to request some help with apartment access and/or determining the cause of the leak.
- Shortly after the previous Board meeting, the shared expenses for January - May were received. These expenses apply to the previous fiscal year. The Board retroactively approves these shared expenses.
- Rosemarie and Laura will meet with Chris Collins tomorrow regarding the outstanding Carrier projects. This includes the resubmitted proposals (as required by Village Hall). Laura notes that the condensate pump invoice also has not yet been received.
- Lou informed Rosemarie that the power supply in the existing bathrooms is not sufficient to run an instant hot water heater. The water from the bathroom faucets has a tendency to be too hot, so the instant hot water unit was recommended as a way to eliminate this risk by separating these faucets from the building's hot water supply. Due to the high cost associated with upgrading the electricity, ***Rosemarie will meet with Borrelli Plumbing*** to discuss alternate approaches to resolving this issue.

### Director's Report:

- Summer program and statistics report: Rosemarie reports that the Library was “pleasantly busy” this summer. Yoga and knitting classes were always well attended. On July 24, Seniors (and other community members) attended a screening of “The Boys in the Boat”, with 25 people in attendance. “Queen Bees” will play this Friday. Teens were also busy at the Library with a teen reading program, as well as a volunteer program that had a very helpful group of 10 teens throughout the summer. The Children’s summer reading program was larger than ever with 176 participants.
- **Rosemarie will correct the date on the circulation report.** Overall circulation levels and attendance numbers have generally recovered from the Pandemic slump. Circulation activity in specific categories has shifted a bit, but overall numbers are around pre-Pandemic levels. Month-to-month numbers show stability. Rosemarie notes that a slight drop in August is typical.
- Two other positive notes: library card sign-ups have increased, and the Library was a net lender in July and August.
- Rosemarie, Laura, and Carolyn will meet tomorrow (via Zoom) with the SLI mentor Laura Jacobs to discuss plans for setting up the Library’s SLI committee.
- There were not many meetings or conferences to attend over the summer. There was a one-day retreat in July for library directors to discuss security and other relevant topics for directors.
- Discussion about the Library’s IT migration plans: Last Thursday Rosemarie and Carolyn went to Dobbs library to meet with George from A-1 to review the IT setup there and discuss plans for the migration in Irvington. **Rosemarie will inform WLS by October 1** whether or not the Library will continue using WLS for IT support. The cost and quality of the WLS service are the main concerns. Switching to A-1 would also align with the Village, since they already use A-1. Roddy has reviewed the Library’s migration plan. The Board approves switching to A-1 from WLS for IT support. **Rosemarie will check with Katie to make sure that a bidding process is not needed for this transition.**

### Art Exhibitions Update:

- The Irvington Historical Society is scheduled for an October exhibit, but Anne has not been able to confirm with them. She notes that the current exhibit could continue through November. **Sara will connect with the Historical Society** and let Anne know ASAP.
- For 2025, available months are: January, March, April, May, November, and December. Rosemarie posted a call for artists with Arts Westchester. She notes that the current Greenburgh artist might be interested and **will send contact information to Anne** (along with any other leads she has). **Anne will write to other library directors** to ask about artist contacts. **Rosemarie will ask Sarah Cox** about having an exhibit of her mother’s paintings. Another possibility would be to **ask the Senior center** if there are artists in the community who might be interested in doing an exhibit.

### **Tiffany Reading Room Update:**

- Sara notes that the July 27 tour did not take place.
- On Sunday, November 2, Maeve Kane will present an Indigenous People's program in the Program Room. Sara notes she will also present the program at Irvington High School the following day. **Sara will send publicity information to Rosemarie** for inclusion in the Library's promotional opportunities.
- Rosemarie has not yet heard from Ben regarding the search for a new construction manager, and **she will email him to follow up.**

### **Other issues:**

- Discussion regarding accession/deaccession policies. Laura started with the old donation and gift acceptance policies and combined them to create the draft policy. **Board members should provide comments/feedback to Laura** by the next Board meeting. The general idea of the policy is that once items are donated, the Library will be responsible for deciding how to use the items. Monetary donations in excess of \$1,500 will go into a trust account. One idea that needs some development is creating a process for honoring past items or areas that have been "named". The underlying question is: What happens to the plaques or other forms of acknowledgement once the item or area is retired, replaced, or otherwise changed?
- Annual **Trustee training requirements need to be completed** by the end of December. **Rosemarie will re-send links** to previously recorded programs.
- The Board approves Rosemarie's upcoming NYLA expenses for November, not to exceed \$1,550 (T92)
- The Board approves extra pay for staff to attend the Village's bias training program.
- The next Board meeting will be Monday, October 21, at 6:00pm at the Library.