

Minutes of the Irvington Public Library Board of Trustees Meeting September 8, 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 July 21, 2025, were accepted.

The Treasurer's reports for July and August were accepted. The Library is currently under budget by around 3-4%. All is well. Heather notes that T101 expenses include those from the two previous months grouped together.

President's Report:

- Tietjen Venegas reviewed Carrier's quotes for replacement of the HVAC controls. Based on their March 2023 analysis, they recommend that the Library proceed with the updated plans. The old recommendations, which called for only upgrading the controls, will not resolve the underlying issues. The new proposal is \$80K. ***Rosemarie and Laura will speak to Charles Hessler*** (the new Village Administrator), and ***Heather will speak to Katie*** to confirm that the fund balance is still available. This will be discussed further next month.
- Rosemarie is awaiting updated UV costs from Carrier, and ***will get additional estimates***.
- Moribito will perform electrical repair work this week.
- The induction loop installation went well. The system, which is only for the Program Room, is easy to operate, and integrates well with the A/V system. Roddy was there for the installation and notes that only two headsets were provided. HLA will look into the possibility of donating additional headsets in the near future. The system will be used for the first time at HLA's meeting on Saturday.
- At the start of the new fiscal year, the Village eliminated the use of Village-approved contractors. Rosemarie has been looking for new contractors for work on the vestibule and Reading Room skylight. Korth & Shannahan submitted a proposal for \$3,720, which was accepted, and the work was completed on September 2nd. Their bid was lower than previous contractors, and they did a great job.
- A new display case in memory of Agnes and Josef Sinko will be installed by the Village DPW this week.
- LI Locksmith & Automatic Doors replaced front-door weatherstripping on September 4th. Rosemarie is awaiting their invoice.

Director's Report:

- The Library had a busy summer (compared to last summer). There were 31 adult programs that were consistently well-attended, with a total of 362 participants. Library attendance and usage were both up.
- Yoga and knitting were both strong, with 5-12 people attending consistently throughout the summer (when many people are away).
- More than 200 children signed up for the Summer Reading Program, including 61 in the under-4 program. More than 132K minutes were logged over the course of the program.

Director's Report (continued):

- The Teen Summer Reading Program had 21 active participants who logged nearly 68K pages of reading. The Library also had 11 teen volunteers who logged nearly 180 hours of work, including help with shelving, shelf cleaning, and collection weeding.
- Summer circulation saw strong growth overall, with most of the growth coming from online usage. Rosemarie notes that reporting is now based on WLS formatting, which is broken out by material format.
- New patron additions were consistent over the summer.
- The Library continues to be a net lender, with the margin growing. Rosemarie notes that ILL borrowing has been on a downward trend, but she isn't sure why. One possibility is that patrons are using other formats (e.g., Hoopla).
- Use of PCs in the Library has also declined. Younger patrons have been using PCs for gaming. Rosemarie notes this has not presented an issue so far, but has to be balanced with the needs of other patrons.
- Next month the Library is hosting meetups for people who work from home. Meetings take place noon-1:30pm on Tuesdays and are listed on Reddit.
- WiFi logins continue to rise. Login statistics include smartphones and personal computers.
- New York State Local Library Aid was received this month.
- Rosemarie attended two meetings: Village Department Heads, and a webinar from the NYS Office for People with Developmental Disabilities.

Art Exhibitions Update:

- The Gallery is full for 2026, except for July and August. Ronnie Levine will have an exhibit in December 2026; Jim Maciel will have an exhibit in October.

Tiffany Reading Room Update:

- No update this month.

Other issues:

- Laura attended "Fundraising and Investing for Libraries in 2025" webinar on August 28
- Anne watched "The Board-Director Relationship" webinar.
- The Rivertowns Chamber of Commerce Gala has been moved to March 2026. Alice got names and emails from FOIL. Rosemarie, Alice, Heather B and Laura will have a conversation about the use of email on September 10. **Laura and Alice will confirm** that the email addresses will only be used for this event.
- Rosemarie will attend the NYLA conference in November. The Board approves expenses, not to exceed \$1125 (from T92).
- The Board approves \$2015 to install 12 new window shades in offices and along the West wall of the Children's Room.
- The Board approves the new schedule for longevity bonuses for F/T and P/T employees based on Village increases.
- Christina is going to the Farmers' Market this weekend to promote Library card signup month. Discussion about paying her at time-and-a-half for working on a Sunday, even though the Library is not normally open on Sundays. **Rosemarie will draft a policy change on this to review** next month. Pay would apply only to hourly employees; comp time for FT employees would be at 1.5x. The Board approves paying Christina at time-and-a-half for this particular instance.
- The next Board meeting will be Monday, October 6, 6:00p.m., at the Library.