Minutes of the Irvington Public Library Board of Trustees Meeting
September 14, 2026

In Person at the Irvington Public Library: Laura Lilienfield, President; Heather Thomas, Pierrette Pillone, Anne Goldfield Rehm, Dominique Picon, Sara Kelsey, Roddy Austin, Trustees; Rosemarie Gatzek, Library Director; Larry Ogrodnek, Trustee Liaison.

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

The minutes of the previous meeting of July 6, 2026, were accepted.

The Treasurer's Reports for July and August were accepted. Laura asks about the $2,600 donation from July. ***Heather will check with Katie and email Laura tomorrow***. This year's fund balance increased by $10K (rolled over from last year), currently at $98.9K. Overall, the Library is currently 2% under budget, through 25% of the fiscal year.

President's Report:

- The Library received a check from Fort Orange Claim Service for the Program Room damage claim ($42,488.25). The insurance company waived the $2,500 deductible, so the payment amount was greater than expected.
- The Village BOT approved the capital budget, including funding for the HVAC project.
- The broken bleeder valve will be fixed in October when the building changes over from cooling to heating.
- Angel will re-seal the skylight. It didn't leak during the last big storm, but re-sealing is needed.
- Discussion about the ongoing leak in the storytime room. The apartment two floors above the storytime room may be the source. Angel is planning to re-seal the bathroom edges in the apartment. The tenant is caring for an aging parent, and Carolyn has offered to provide a bath chair that may help address the issues with leaking.
- The Board approves the annual Aquaturf contract ($373/year from Building & Maintenance). This covers the cost of turning irrigation on and off as well as winterizing.
- Carolyn has been working on the draft of the employee handbook. It will be ready for review this month. ***Laura requests comments be emailed to her and Pierrette.***
- The Board approves the Library's Remote Work Policy. ***Pierrette will add the date of approval to the document.***
- ***Pierrette will also add approval dates to the employee evaluation and self-evaluation forms and send those to Rosemarie.***
- ***The incident report form and workers' compensation forms will be provided to Pierrette by Rosemarie for formatting***. These will be reviewed for approval at the next Board meeting, along with the latest draft of the handbook, which will be presented with all sections.

Director's Report:

- Review of programs and statistics. There were a similar number of programs during the summer compared to the rest of the year. Linda reduces some of the YA programs due to attendance. Volunteers continued to show up, with 13 volunteers working on a variety of projects including dusting, cleaning, and shifting books around; as well as sanding, painting, and sealing the book trucks (which look great).

Director's Report (continued):

- The Children's summer reading program had 165 participants who read a total of 113K minutes. The pre-reader program also had strong participation.
- Rosemarie notes that overall attendance statistics may be lower due to increased use of the garden door, especially during the summer. ***She will look into getting a door counter*** for this door. Signage in the parking lot may also be helpful. As a side note, a door counter is also being considered for the TRR. ***Rosemarie will reach out to Anne to work on door counter choices for the TRR.***
- Meetings held this month include Congressman George Latimer's Mobile Office Hours, the Village Clerk's office (TRR), and Charles Hessler (TRR).
- Programming highlights included "Coexisting with Coyotes". 25 people attended. The atmosphere was engaging and respectful.
- August is generally quiet for programming, but yoga stayed consistent with attendance.
- The YA summer reading program had 8 active participants.
- Circulation trends were different than in previous years, with July lower in several categories this summer. The upward trend for e-resources appears to be leveling off.
- August saw 56 new Library cards issued (adults and children).
- Rosemarie set up a Library information table at the Irvington Historical Society's *Capitol for a Day* program. Around 50 people stopped by to talk. She notes it would be good to ***have a Library banner made*** for future outreach opportunities.
- The Library still needs to develop a logo. This was discussed during the strategic plan sessions but has not been pursued. ***Rosemarie will reach out to the IHS art teacher*** to see if there is a student artist who might be a good fit for this project. ***Heather will reach out to Heather Bancroft*** to see if she is interested or knows others who might be interested in helping.
- The development of a logo would dovetail nicely with the updating of the Library's website.
- Discussion about finding ways to connect new residents to the Library. Larry notes that the Village has considered developing a "Welcome to Irvington" committee to provide information to new residents, but hasn't formalized anything yet.
- Consumer Reports was renewed ($900). It was used by 5 people in July and 12 people in August.
- Rosemarie attended the Department Heads Weekly Meetings.
- The Library received the initial check for Local Library State Aid ($2,103). The remaining 10% payment will be sent when the Library's state report is filed.

Art Exhibitions Update:

- The gallery is scheduled through December, however the December artist would like to reschedule to July 2027. Artist Dawne Leone will cover both November and December.
- February 2027 is scheduled to be the IHS student show. Currently, January is not scheduled, so ***Anne will see if the students might want to start earlier.***
- The floor refinishing work may be scheduled for January, so it might work well to have no art exhibit scheduled at that time.

Tiffany Reading Room Update:

- Discussion about the accessibility of the TRR key. Rosemarie had asked the Building Department to lock the TRR on Fridays so it would be closed during the farmer's market. Apparently, this was not being done, and there was an issue with people using the TRR on Sundays.

Tiffany Reading Room Update (continued):

- Heather said she can take care of making sure the door is locked on Friday afternoon. ***Rosemarie will find a key for Heather.***
- Discussion about adding reference and other books to the TRR. The Library currently has reference books that would be nice to have on display there. Other options include materials related to local history and art. ***Rosemarie, Anne, and Sara will meet to discuss this.***

Other issues:

- Upcoming Trustee Training opportunity: "Duties and Responsibilities of Key Office Roles", October 29, 5:00-6:30pm.
- ***Rosemarie will work on the Program Room policy.***
- Mark Galgano, who had been with the Library since January 2015, resigned (effective 8/28/26) to take a job in another school district. The process of hiring a replacement has begun, and candidate letters have gone out.
- The Board approves the WLS service level agreement. This reflects an increase of $768.98. ***Rosemarie will email the precise total amount, but it is around $20K. She will also try to get assessment comparisons for other area libraries.*** Update: The total SLA amount for 2027 is $19,993.46.
- The Board approves NYLA expenses for Keshet and Carolyn. ($2,103.75)
- The Board approves the Garden Club's use of the Program Room for meetings in January and February. The only caveat is that timing of the January meeting may have to be scheduled around the floor refinishing work.
- As noted above, ***Rosemarie will meet with Anne and Sara to review the Library's reference materials*** to see what could be moved to the TRR. This is part of a larger effort to reduce the Library's reference area collection. Items that cannot be moved to the TRR will be considered for removal. These materials don't seem to be widely used. Another option is to move the materials into circulation to better track their use. If they aren't being used and don't circulate, they may be discarded through the book sale or a discard company.
- The Rivertown Chamber of Commerce gala will be September 24. The Library needs to submit its tribute page for the program. ***Anne will provide a photo of Chris; the Board needs to write up the tribute.*** Silent auction gifts from Irvington include a Chutney Masala gift card and ITHT tickets. ***Rosemarie will put all the necessary information together and email the Board.***
- Discussion about a personnel matter. Rosemarie will retire effective November 30, 2026. ***Planning is needed for a farewell celebration and the hiring process.*** Currently there are five people on the Director 1 list. Laura will be able to request the list in one week. Maybe Beth Venn would know of other possible candidates? There is still time to take the Director's exam if a suitable candidate were to be found.
- The next Board meeting will take place on Monday, October 19, 6:00pm, at the Library.