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

**September 11, 2023**

***In Person at the Irvington Public Library:*** Present: Laura Lilienfield, President; Heather Thomas, Sara Kelsey, Dominique Picon, Ann Goldfield Rehm, Trustees; Rosemarie Gatzek, Library Director.

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

The minutes of the previous meeting of June 12, 2023 were approved, with a change to the second bullet point under Other Issues to now read:

* Rosemarie encouraged Board members to explore library logos in various communities for future development in Irvington after the strategic plan is completed. Once the strategic plan is done, this needs to be addressed.

The minutes of July 10, 2023 were approved.

The Treasurer’s Reports for June 1, 2023 and September 1, 2023 were approved. Heather stated that the overall budget for is approximately 2.5% under budget. An item that is significantly over budget is Professional Fees. There was only $783 spent from T101 in August. The Fund Balance was discussed and Heather will ask Katie Bugna, Village Clerk, what the money from the Library’s Fund Balance was spent on from last fiscal year’s budget.

**President’s Report**:

Progress is being made on several outstanding building maintenance issues with WHG:

* Damage on the ceiling in the Program Room and outside Rosemarie’s office was patched by WHG last week. Repainting Rosemarie’s office is scheduled for September 20.
* Angel will replace the electrical outlet that had damage near the piano due to the pipe burst on February 4, 2023.
* Leaks near the circulation desk and above a window on the west wall of the Children’s Room have resumed. Rosemarie purchased leak diverter containment systems from New Pig to be paid for by WHG ($498.62). They will be installed on September 20, 2023.
* In the Children’s Room, rusty sprinkler head passed inspection as per Janean, but cap will be replaced by their sprinkler company.
* Valve inspection outside the new bathrooms was done on June 8, 2023. Tag replacement is needed. ***Rosemarie will contact Janean.***
* Rosemarie will ask Carrier for updated proposals for the two chilled water pumps, which need to be replaced and the expansion tank replacement since chiller expenses going forward will be split 60% VOI / 40% BBLP. It has been difficult to get billing / proposals from them because they are busy.

Other building issues –

* The bathroom renovations are almost complete. Upgrades from the previous bathrooms include: automatic lighting, touchless fixtures and hand dryers, emergency lighting, changing tables in two bathrooms, and hoses in the two smaller bathrooms.
* PTG repaired and painted brick ceiling joists in the 900s area of the stacks, which had moisture damage.
* PTG also opened the wall in the Young Adult area and found significant corrosion / rust damage. The area will have metal studs that go to the floor, new sheetrock, and the flooring will be replaced. This will not be covered by insurance because it did not happen from a single event (like a hurricane), so Rosemarie and Laura will discuss this with Larry Schofer and Katie Bugna. Paying for this from the Fund Balance was discussed. There is no estimate for this work yet.

Outstanding issues with Carrier:

* Carrier is to provide a revised proposal for the tie in of IVE controls for chiller and pump controls since they have NYS contract pricing.
* Joe Mirtuono at Carrier sent an estimate of $10,981.95 to install a UV lighting kit in air handler 1, to be paid from the construction bond. ***Rosemarie will check with Chris Collins regarding pricing and installation date.***
* Chris Collins will look into using Sourcewell, which is a national purchasing program alternative to NYS contract pricing and has fixed labor and markup costs for upcoming work. He will also look into getting a rebate through NYPA.
* Emergency replacement for three condensate pumps for the air handler units was completed on July 6, 2023. We are awaiting an invoice.

Rosemarie will contact Angel to reseal skylight area, which had leaks after the July 9 storms.

A dehumidifier was installed in the FOIL book storage area due to excessive humidity (72%). We may consider purchasing a larger unit because it costs $700/month to rent. A single unit costs $3,000.

**Director’s Report**:

* The Summer Reading Program (“SRP”) for our younger patrons was busy as usual.

103 children (readers) signed up and 20 children signed up for the under four-year-old program, which pairs being read to with games and activities that help develop literacy skills. There were 69 programs that were part of the SRP, with a total attendance of 906 people (719 children and 187 adults).

* The SRP for teens had 12 participants, which is a record in for attendance. While they logged 375 days of reading (an average of 31 days per person), programming for this age group was not particularly popular.
* We had 13 active teen volunteers this year. In July and August, these teens logged 320 hours doing tasks such as shelving books, dusting shelves, moving books and shelves, helping prepare for craft programs and painting four book carts. They helped librarians with weeding projects in the Large Print and CD collections by taking items that were identified in reports the librarians had run as potential items to be deleted. A librarian then reviewed the items on the cart to determine if they should be discarded or kept.
* Adult programming was fairly quiet. Highlights include a performance by classical guitarist, Pete Fletcher, with 18 patrons in attendance. Our monthly Tabletop Games Night for Adults is beginning to take off.
* We continue to see that circulation, as a whole, is now basically where it was before the Pandemic. Attendance is still slightly lower, running at 75-80% of the highest atten-dance on our statistics sheets (Summer 2018). We can infer that at least some of the increased usage of on-line services is from patrons who are not setting foot in the library. But patrons who come into the library are certainly using our services. Patrons have discovered Comics Plus. Only three people looked at Consumer Reports. In August, we circulated 7,042 books, just 67 fewer than in August 2018. People are using more in-house services, such as Internet computer, WiFi and Reference Questions. These are not yet at pre-Pandemic levels, but they are slowly getting there.
* The homeless student summer program run through SW BOCES was held here on Fridays from 11 am – 12:20 pm. No one attended during the first few weeks, but 6-8 people attended the last few sessions.
* There is now a Final Draft of the Strategic Plan; copies were distributed and Board members were thanked for their input. We still need to determine priorities for Goal 5: Safe Spaces. The objective of this goal is to ensure that we are offering patrons and staff a safe facility with minimal disruptions from facility and operational issues.
* We received 90% of the 2023-2024 NY Local Library Service Aid in the amount of $1,777.50, upon submitting the annual report, with the remaining balance due after the report is filed.
* We are participating in 914 Inc. Giving Guide ($70 paid through T101). Our library services will be advertised in the Giving Guide, which has a wide distribution. We also did this two years ago.
* Screenly is to be replaced by a smart TV before the end of September and will cost $700-$800, which will come from the Equipment line.
* Two weeks ago, Rosemarie brought slides that Chet Kerr and Pat Ryan put together to SENY LRC headquarters in Highland, NY, where they were put on Google Drive for the Historical Society’s exhibit: “Immigrant Experience in Irvington.”

**Art Exhibitions Update**:

* August – “The Phoenix in Color” – paintings curated by Anabelle Perez.
* September – “Artifacts of Magic” – photomontages of books, words and written quotes by Janine Menlove.
* First open month is March 2024.
* ***Rosemarie will arrange to advertise on the Arts Westchester website***.

**Tiffany Reading Room Update**:

* The Board approved paying the invoice for Mary Jablonski’s report for her May 4th site visit to review repairing the wall damage ($1,732.50) from T92.
* Based upon her recommendations, Joe Braby provided an updated proposal from Ernest Neuman Studio of $19,725 – ($3,600 for plaster repair and $16,125 to replicate decorative wall finish). On July 3, Laura and Rosemarie photographed cracks in the repaired section, which have been sent to Ben Branch for review to ascertain if plastering needs to be redone prior to painting. As per Katie Bugna, the Village pays for basic repair but special painting finishes must be paid for by the library (T92), which has $81,322.27. ***Rosemarie will get cost and timing update from Ben Branch***.
* The wall clock needs to be reset. ***Anne will reset the clock***.
* The Tiffany Reading Room has reopened to the public. Sara Kelsey will lead a tour for New York Adventure Club on September 24th.

**Other Matters:**

* The Library Board notes the passing of Ruth Ann Berelson on June 14 at the age of 98. She was part of the initial group of citizens who acquired funding for the move and renovation of the library to its current space in the Burnham Building. A talented artist, she was a member of the Arts & Exhibitions Committee for many years.
* The Library Board also notes that Laura Sinko left our staff on September 2 after nearly 16 years of experience. This will mark the end of an era, as her mother, Agnes Sinko, was a long-time Library Director, and her brother Josef was also a clerk for many years.
* Library Board members will explore library logos for development (generally architectural aspect, variant of a book, abstract design). ***Dominique will work on this***.
* Trustee Education completed: Pierrette Pillone – “Strategic Planning” (August 15); Dominique Picon – “Defending the Freedom to Read” (August 28).
* The Board reviewed the updated billing agreement with Stephen Tilly’s office. The original contract for the bathrooms was $10,500. Steve Tilly submitted $14,000 in bills. Rosemarie asked for an amendment and received a revised bill for $28,500. Rosemarie asked for a reason for the increase, but has not yet gotten a reply. The Board did not approve the agreement, and Steve Tilly will be asked to submit a revised agreement.
* A request was made by a political party to waive the fee for the Program Room. The Board clarified that political parties need to provide insurance coverage and pay the Program Room rental fee.
* Review draft of Strategic Plan. Rosemarie would like to work to become a more sustainable library building, to be greener by working on a Sustainable Library project. She would like to attend a session of Continuing Education through NYLA in October. Results from a survey taken by staff and patrons resulted in a list of sustainable improvements to make the Library feel like a safer space.
* At the conclusion of the meeting, Board members present were shown the bathroom renovations.

Next meeting date: October 16, 2023 at 6:00 pm at the library.