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

**December 11, 2023**

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

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

The minutes of the previous meeting of November 13, 2023 were accepted.

The Treasurer’s Report was accepted. The Library Budget is 6.5% under budget. Professional Fees (for Beth Venn) is over budget. There is less than $6,000 in T101; ***Rosemarie will ask the Friends for more money now***. Laura asked ***Rosemarie to speak with staff about reigning in expenditures***. Rosemarie said not many people were coming to Memoir Writing.  Programs that are underattended need to be discontinued. Dominique suggested we analyze program attendance to see what programs people do and do not come to. He said that if we have data for what we spend for each program, then we can see what programs are worth the money spent. In November, $2,600 was spent from T-101 for Library Programs. Dominique asked if we could use money from T-92 for programs. Laura said she prefers that T-92 funds be spent for concerts, not our regular programs. If there is an occasional music program, we could ask if we could spend out of T-92. Laura moved to use funds from T-92 for the music from the Charlie Brown Christmas Jazz concert with the John Lang Trio by on December 23 at 2 pm. Sara Kelsey seconded the motion. The motion was approved.

**President’s Report:**

* Angel has replaced the electrical outlet in the Program Room. The ceilings in the Program Room and hallway outside Rosemarie’s office are to be painted.
* The rusty sprinkler head in the Children’s Room passed inspection, as per Janean, but the cap will be replaced by their sprinkler company. There was a valve inspection outside the bathrooms on June 8, 2023. A tag replacement is needed; Rosemarie is in contact with Janean regarding this.
* Chris Collins from Carrier provided a quote in the amount of $3,974 to replace the expansion tank, which will be shared 60% Library / 40% Work Force. The work should be done within the next 6 to 8 weeks.
* We received a quote in the amount of $4,508 from Joe Mirtuono for replacement of gaskets and repair of two hot water circulators, which are leaking water from the shaft seal.
* We are waiting for the revised proposal from Chris Collins for the tie in of IVE controls for the chiller and pump controls, since they have NYS contract pricing. We expect to hear about this next week.
* 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. ***Chris Collins will follow up with Sourcewell for pricing and installation date.***
* Chris Collins provided the Sourcewell proposal for replacement of the VAV controllers and thermostats, which will cost $120,519. We do not have money to cover this; ***Rosemarie will check with Katie Bugna for possible funding through a bond.***
* ***Chris Collins will review the three condensate pumps for the air handler units*** which were replaced in July, as they were flooded during a summer storm in August and may need replacement. Angel replaced the two electrical outlets in Air Handler 4 room.
* PTG installed Elfa shelving in the closet outside the bathrooms and in the Program Room closet.

**Director’s Report.**

* There were 15 Adult Programs with 94 participants: 10 in-person programs with a total of 40 participants and 5 virtual programs with a total of 54 participants. There were

5 Young Adult Programs with 40 participants: 4 in-person programs with a total of

35 participants and 1 virtual program with 5 participants. There were 26 in-person Children’s Programs with 497 participants (274 children and 223 adults).

* The following groups met at the Irvington Library: On November 1, the Irvington Green monthly meet-up was held in the Program Room; on November 2, 9, 16 and 30 Greek Scholars met in the Local History Room; on November 4, the Richmond Hill Homeowners Association met; On November 5, New York Adventurers Club met in the Tiffany Reading Room; and on November 13 and 28, FOIL met.
* Music programs are growing in popularity, although attendance is still small. Patrons express more interest in using online resources, so we have been giving more technology “one-on-one” trainings to patrons who want to use our online resources.
* There was a lot of interest in Libby and Hoopla this month.
* Teen knitting and adult knitting are popular programs. Linda’s “grab and go” craft (in November it was the turkey wreath), have attracted adult patrons’ attention, so Linda will also make kits for adults.
* In Carolyn’s craft program for 9-12-year olds, they made wooden turkey decorations and in Lois’ program for 4-8-year olds, they made Thanksgiving placemats.
* In a year-to-year comparison, book circulation is slightly down for both adults and children, while movie loans were higher. Overdrive usage in 2023 was 145% of what it was in 2022. Use of our PCs was slightly down compared to last year, but WiFi usage was up 8%, as was reference questions.
* In a month-to-month comparison, book circulation in November was the lowest we have seen all fiscal year, and our magazine circulation was the highest (a Thanksgiving-inspired bump perhaps). Another “record” for the year was our circulation of movies. Overdrive usage, which at 2,056 is a new all-time record for us, cannot be verified. Rosemarie suspects it will be revised down. More people are using e-audio books and kindles. With Hoopla, users don’t have to wait, while people have to wait for in-person books.
* We were net borrowers again. Our internet use was down and wifi use was up along with reference questions. When we look month-to-month, movies & periodicals were up. Attendance was the highest this month since June.
* In other news, WLS will no longer support staff email accounts. We will migrate to new accounts ending with “irvingtonny.gov” by the end of December.
* New handbooks were given to Trustees.
* Donations in the amount of $220 were received for the Josef Sinko Memorial Fund in

T-92 account. A donation was received from The Estate of Warren O’Connell in the amount of $10,153.98. An anonymous $40 donation and a $250 donation from a local patron were received this month. Donations go into T-101 unless designated for a specific person, which donations go to T-92.

* We are replacing Laura Sinko and have seven applicants.
* Meetings attended by Rosemarie:
	+ NY Library Association Annual Conference (Sarasota Springs, November 1-4)
	+ Guide to Crafting and Administering the Library Director’s Manual (LILRC program online, November 9)
	+ Community Advisory Board (in-person at the Senior Center, November 14)
	+ How to Train your Community on Libby (Overdrive online demonstration, November 16)
	+ Village Climate Action Plan (Meeting with Larry Schopfer, Charlotte Binns and Nikki Coddington, November 16

**Art Exhibition.**

December – “Interpretation” – Abstract expressionism in mixed media by Gal Segall.

**Tiffany Reading Room.**

* Sara Kelsey said ***Ben Branch will secure an updated proposal from Ernest Neuman Studio*** for additional labor and material cost to extend the decorative painting component to the two far corners, as advised by Mary Jablonski. After Ben signs off, ***Joe Braby will provide certificates of insurance and anticipated scheduling for start and completion dates.*** He will also meet with PTG to review containment for the area. As per Katie Bugnam special painting finishes must be paid for by the Library from T-92. It will cost a little over $20,000.
* On December 9, we had another New York Adventure Club tour of the Tiffany Room, with two people, who traveled from Pennsylvania.

**Other Matters.**

* Leave of absence January 1 – March 31, 2024 for Lois Izes was approved by the Board. Christina Baulch will pick up additional hours while Lois is gone.

Upcoming Trustee Education Webinar/Events:

* + December 14 – “Helpful Information for Meeting Minimum Public Library Standards” webinar 1:00-3:00 pm.
	+ December 19 – The Trustee Handbook Club, “Financing & Managing Construction Projects” 5:00-6:30 pm.
	+ January 8 – “Combating Racism in Libraries” webinar 10:00 am – 4:00 pm
	+ January 10 – “Problem-Solving Strategies for Library Board and Staff” webinar 6:30-8:00 pm

Next meeting date is January 8, 2024 at 6 pm at the Library.