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

**November 13, 2023**

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

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

The minutes of the previous meeting of October 16, 2023 were accepted.

The Treasurer’s report was accepted. The Library Budget is 4.75% under budget. Over budget items are Professional Fees (for Beth Venn), Insurance and other items we have no control over. $4,764.32 was spent from T101 Account. Rosemarie will need to ask The Friends for additional funding. ***Rosemarie will invite a person from The Friends come to our next Board of Directors meeting*** to talk about transferring money to us. ***Heather will analyze T101 expenditures*.**

**President’s Report:**

* Angel will repaint the ceiling in the Program Room and outside Rosemarie’s office, as work done by Workforce Housing Group (WHG) was substandard.
* Angel will replace the electrical outlet that had water damage near the piano due to a pipe which burst on February 4, 2023.
* The rusty sprinkler head in the Children’s Room passed inspection per Janean, but the cap will be replaced by their sprinkler company.
* On June 8, 2023, a valve inspection was done outside the new bathrooms. There needs to be a tag replacement. ***Rosemarie will contact Janean.***
* Rosemarie and Laura met with Chris Collins from Carrier on October 13, 2023. The expansion tank replacement will be done prior to the end of the year. The two chilled water pumps will be removed and refurbished, which should take about two weeks.
* Carrier will provide a revised proposal for the tie-in of IVE controls for chiller and pump controls, since they have NYS contract pricing this 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 Joe Mirtuono regarding pricing and installation date.
* Chris Collins should have pricing information by the end of this week from Sourcewell for the Variable Air Volume (VAV) controllers and thermostats, expansion tank and two chilled water pumps, and the chiller tie-in to IVU control.
* 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 will replace the two electrical outlets in Air Handler 4 room.

**Director’s Report.**

* There was discussion about programs and statistics. Programming levels were much the same except Children’s programs, which did not run for a week during the book sale. There was an increased interest in in-person programming, with TableTop Game Night and the Thursday Evening Book Club seeing higher attendance than in previous months. The musical program “Tony Bennet & Bill Evans: The Legendary Recordings” had 10 people in attendance which is good for a non-classical music program. YA Knitting classes continue to be popular with 7-8 people attending regularly. Rosemarie has been to each meeting and there is often a new person there. Participants are always enthusiastic and have made lovely projects.
* This October was the highest October circulation since Rosemarie has been here! There was an increase in online materials. We were still net borrowers. Mitchell asked if there was any monetary penalty for being net borrowers, and Rosemarie said there used to be, but there is not now. No one is monitoring being online lenders or borrowers.
* On October 26 Carolyn held a Halloween Story Hour in the Tiffany Reading Room. The room’s dim lighting helped contribute to the (mildly) spooky mood she wanted to convey. Ten children and ten adults attended.
* Internet use was up, as was attendance. Rosemarie believes the talk of book circulation going down is not in fact true.
* $925 was donated in memory of Joseph Sinko and went into T-92. Rosemarie hopes to find something in the Program Room that we can purchase with the donations.
* There is a new NYS Trustee handbook coming in December.

**Art Exhibition.**

* Dominique hung the November 2023 exhibit, “Four Seasons,” paintings by Ardeth Schuyler.
* Exhibits are booked through July, but after that there are several unbooked months.
* The December artist asked if she could also display a friend’s paintings. The art will be vetted by the Committee before an answer is given.

**Tiffany Reading Room Update.**

* Ben Branch will remain on the TRR repair project through at least the end of the year. He will have an updated proposal from Ernest Neuman Studios for approval at the next month’s meeting. He will then schedule timing of the repair work with PTC and Joe Braby.
* On November 4, Sara Kelsey gave a tour of the Tiffany Reading Room to the New York Adventure Club.
* The next tour will be on December 9. Sara is training someone from Friends of the Old Croton Aqueduct to give tours of The Tiffany Room.
* Arts & Crafts Tours requested a tour of the Tiffany Reading Room in April 2024.
* Ben Branch did not submit his invoices for FY 2022-2023 ($4,051.50) until last month. These expenses were approved by the Board and will appear in Building Repairs and Maintenance.

**Other Issues:**

* The Board approved the Irvington Public Library’s Strategic Plan for 2023-2028. There were many responses to our survey. At either a Regular or Work Session meeting with the Village Board, we will present the Strategic Plan and discuss its implementation. Mitchell Bard said we should make clear to the Village Board that we pay less for payroll & benefits than comparable positions in the Village.
* Dominique has been researching possible library logos. Generally, he has considered an architectural aspect, a variation of a book, a Tiffany lamp or an abstract design. The Board discussed where the logo will be used: the Library website, potentially on the library card, programming fliers, email signature files, etc. Other libraries’ logos were discussed. A font must be chosen to go with the logo and a color must be chosen. We could possibly have a contest at the high school for logo ideas by contacting Diana Schmertz and Nina Rossi, art teachers at Irvington High School, with a deadline. ***Rosemarie will reach out to them.***
* Upcoming Trustee Educational Webinars/Events:
* November 16 - CLRC Webinar – “Crisis Management and Recovery” 10 am
* 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
* The Board discussed and approved the updated billing agreement with Stephen Tilly’s office ($28,500).
* The current Library calendar is no longer available. The Library Board approved a new library calendar from Springshare, effective 1/1/24 for $1,099 per year.
* The Board approved the updated Service License Agreement (contracts with other libraries in WLS), effective 1/1/2024 for $48,200.60.
* Organizations may use the Program Room four times per year. The Board approved use of the Program Room for a fifth time this year by The Hearing Loss Association to be held on December 9, 2023.
* The next Board meeting will take place on Monday, December 11, 2023 at 6:00 pm at the Library.