

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

April 5, 2021

**Via Zoom Meeting:** Present: Laura Lilienfield, President; Heather Thomas, Anne Goldfield Rehm, Sara Kelsey, Christopher Mitchell, Pierrette Pillone, Trustees; Rosemarie Gatzek, Library Director.

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

Executive Session conducted to discuss personnel issues.

Laura introduced new Board member Sara Kelsey. The Board approves Sara Kelsey as a new Board member effective immediately.

The minutes of the previous meeting of March 15 were approved with minor changes.

The Treasurer's Report was accepted. With 83% of the year finished, the Library has spent 66% of the budget. The Building Repairs and Maintenance expenditures have been reduced because some items have been covered by insurance. Currently the category is at 91%. Brenda has reduced the total budget by \$1,500 (Custodial Services). Even with this reduction the Library has only spent 52% of that category this year. April's T101 expenditures are at \$5,584, which are much higher than normal, due to delayed invoicing from program hosts. Carolyn will follow up on outstanding invoices.

### **President's Report:**

- Rosemarie checked with Brenda today to confirm the insurance claim check has not come in yet. She will follow up with Chip Dahle next week if the check is not received this week.
- Heather notes that there is still a lot of room in the budget for normal book purchases, apart from the replacement purchases that will be reimbursed by insurance. ***Rosemarie will remind the staff that normal purchasing for the collection should continue.***
- Virginia Ayala (MHR) sent a corrected invoice for January-May 2020 gas and electric common charges. This has been forwarded to Brenda for payment (\$7,933.60).
- Laura also asked MHR to review several significant common charge increases for June-December 2020 over 2019 (gas, repair and maintenance of fire alarms and alarm telephone charges). The Library was also charged for cleaning materials, which has never been invoiced before. Virginia will investigate these items. ***Laura will ask John Warren to figure out how to simplify billing going forward.***

### **Director's report:**

- Current circulation statistics have not been posted by WLS yet.
- The staff continues to do a great job running programs under challenging circumstances. Madam CJ Walker (53 attendees) and Book YaYa (48 attendees) were both well-attended. The latter is a co-sponsored program resulting from the efforts of DeLaune Michel to deliver these programs across WLS libraries.

### Director's report (continued):

- Keshet has continued to broaden programs and offerings, including a very informative program on the transgender experience. YA programs also continue to build a following. YouTube storytime programs continue to be popular.
- Update on periodicals: Evaluation of usage continues. All magazines for the public will be via Flipster (Consumer Reports for sure; not sure which others yet). Professional Journal subscriptions will continue as hard copies.
- National Library Week started today. Rosemarie wants to expand the Library's plans for the week next year.
- Rosemarie contacted Steve Tilly regarding bathroom renovations. He has developed a plan for two single-user bathrooms; the ladies' room will become a family bathroom with an adjacent storage area. One idea is to do the renovation in two phases over two years. Rosemarie is working on getting contractor estimates. A couple of options for funding are to include renovation costs in an upcoming bond, or possibly the Library can apply for a construction grant from NYS.

### Art Exhibitions Update:

- Lea Carmichael continued her virtual exhibit from March to April.
- Renee Shamosh will have a virtual exhibit in May.
- The Historical Society decided against doing a virtual exhibit in June, but they might be interested if an in-person exhibit is possible.
- July and other months are open. Anyone interested should contact Anne. ***Laura and Rosemarie will explore possibilities and get back to her.***

### Other issues:

- Any Board members interested in obtaining a WLS email address for Board-related business should contact Rosemarie.
- Discussion regarding posting minutes online. Laura and Heather reviewed WLS libraries (38 total) and found a variety of approaches to posting minutes. 13 libraries don't post minutes. 23 post minutes online. Most libraries have an archive section. Some only post the current month's minutes. 5 post meeting agendas in advance. 15 post detailed minutes; 8 post abbreviated minutes. **Pierrette will create summaries back to January 2021, which will be reviewed by the Board for approval.** One idea is to keep 6 months of minutes posted on the website (starting in January 2021), removing the first month when the seventh month is posted.
- Discussion regarding reopening plans. Laura has printed out the AIHA planning document; the printouts are available for pickup at the Library (call for appointment). Not many WLS libraries have re-opened yet. Scarsdale and Bedford Hills have posted their plans online. Rosemarie is targeting early June as the time for re-opening for in-person browsing by appointment. By mid-April most staff will be vaccinated. Schedules can be arranged to accommodate anyone not vaccinated so they are not present in the building when public access is permitted. One idea is to create separate hours for seniors two mornings per week. Alternates days and times for in-person browsing and book pickup so that only one service is offered at a time. Rosemarie wants to take the approach of starting small and expanding based on need.

### Other Issues (continued):

- Currently there is no plan to provide bathroom access. The Children's bathroom could be used if needed since it is out of the main traffic areas. Rosemarie wants the focus to be on restoring library services first and then add other services over time (bathrooms, computer access, printing services, etc.) In-person programming will not happen for a while. Only in-person browsing, perhaps 25 minute slots with 5 minutes in between for wiping down surfaces.
- Staff is nervous but excited, with some concerns about public compliance. Rosemarie is mindful of the need to balance the concerns of staff and needs of the community.
- Questions remain about how to re-open the program room and what to do with items currently being stored there. **There is a Primary day in June, so this needs to be figured out by then.** One idea is to block off the area by the AV screen using panels and store items behind the panels. Children's program room being used by Carolyn for filming videos. **Rosemarie and Laura will discuss these issues** before the next meeting to develop more precise rollout plans for re-opening.
- The Village issued a memo to department heads that since Village employees may not have been able to take vacation time by the end of the current fiscal year, they should be allowed to carry over vacation to next year. The Board approves this policy for the Library subject to the following conditions: Full-time employees can carry over up to 35 hours of unused vacation time; part-time employees can carry over up to 17 hours of unused vacation time. Staff members must inform Rosemarie in writing no later than May 26, 2021. Carried over vacation time must be used by May 31, 2022 and will not be paid out to employees under any circumstances.
- **Chris requests that tables be removed from the Tiffany Room for the tour on May 8.** The Village moved two of the round arts and craft tables into the room a while ago, but the tables need to be removed for the tour. **Rosemarie will check with Larry** to see what can be done to move them out before and back in after the tour.
- The next Board meeting will take place Monday, May 10, 2021, at 7:00 p.m.