

# Minutes of the Irvington Public Library Board of Trustees Meeting

December 13, 2021

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

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

The minutes of the previous meeting of November 15 were approved with minor corrections.

The Treasurer's Report was accepted. At the halfway point of the fiscal year, the Library is 5% under budget. All categories except for books are under budget. Heather notes that some book purchases will be reimbursed by insurance, and the category will be at or under budget after reimbursement. The Building Repairs and Maintenance category is at 43%, with only a small amount encumbered for next month. \$3,075.85 was spent from T101 in the past month; \$17K remains in T101. Discussion about tracking T101 expenses and categories. **Before the next meeting, Heather and Rosemarie will go over T101 to show the breakdown of expenses. Heather will include this information monthly going forward.** This information will help show where T101 money is going and demonstrate where it is needed. Rosemarie notes this will also be helpful information to have when speaking with FOIL about their support.

## President's Report:

- Rosemarie has been trying to connect with John Fendorak to set up a meeting in early January to go over outstanding insurance issues (Children's Room books, books from recent storm damage, and large-print books damaged by plumbing work). **Laura and Rosemarie will meet with John** to review the second round of book orders for insurance reimbursement.
- Moribito is working on replacing spotlights and the light outside Rosemarie's office.
- Janean Dipalo from WHG noted to Laura that she will follow up with ARM Roofing and will find a vendor to look at the awning over the tenant vestibule. **Laura suggests checking in with Angel** to see when these items are addressed.
- Angel confirmed that the leak over the Circulation Desk was due to an improperly sealed grab bar in a tenant bathroom. Angel has addressed this issue.
- The Reading Room passed initial inspection on November 19. The sprinkler system still needs to be tested; **Rosemarie will follow up with Janean about this.** After testing is complete, PTG will do the repair work on the ceiling. The final inspection will take place after the ceiling is closed. Laura notes that fire inspections will start around the second week of January due to the replacement of Chief Gasparre, who passed away on November 2.
- ServPro provided an invoice for their services related to water damage caused by the plumber on October 21 (\$1,101.48). Rosemarie sent the invoice to WHG. John Warren said it will be paid by the end of the month.

### Director's report:

- Report on November programming and statistics.
- There were 4 adult programs with 29 participants; 1 YA program with 6 participants; and 21 Children's programs with 281 participants (adults and children). For Children's programs only 3 programs were virtual; all others were in person.
- The Children's Room is especially active with children in the building every day. Patrons are generally complying with rules, including masking.
- A Story Walk was up again after Thanksgiving. A few boards went missing. Rosemarie notes that the Story Walk boards are expensive and the process takes time. If boards continue to disappear (as has happened previously as well), some measures may be put in place to address the issue (e.g., reviewing security camera footage, purchasing spare replacement boards, etc.).
- As of December 6, the Governor has implemented a statewide mask mandate through mid-January. The Village issued a statement that all departments need to comply with the mandate.
- There was a significant increase in Children's material circulation. Rosemarie notes this is a reflection of the increased activity in the Children's Room.
- Current November circulation is 92% of pre-pandemic November circulation. Rosemarie notes that A/V is the only significantly lower category. Increases in online material circulation made up for some of these losses.
- The Library is now significantly a net lender, and has been trending in that direction for the past couple of months. Rosemarie credits the efforts of Patty Vano, who follows up daily on the WLS request list.
- The door count is low, and overall attendance is around 64% of pre-pandemic levels. Lack of adult in-person programming is contributing to this trend, but people are also being cautious about going out. Rosemarie notes that many of the Library's patrons are older, so they may be more careful.
- The Library has not yet received the grant money from Tom Abinanti's office. Rosemarie notes that other libraries in the area are also still waiting. **Rosemarie will see if anyone at NYLA has any additional information.** She has also contacted Tom Abinanti's office, but has not received any more information about when the money will arrive.
- WLS has changed its lost item policy so that items are now considered lost after 30 days past due. This is related to the shift towards going fine-free that many libraries in the area are considering or adopting. After 30 days overdue, libraries can now consider an item lost and bill the patron for the replacement cost. This may encourage people to bring items in. Also, lending privileges may get blocked sooner because patrons will hit their limit sooner with bills for lost items as opposed to only accumulating fines. Tarrytown and Dobbs Ferry are considering changing to fine-free. Greenburgh has been fine-free for a while. The Hastings Board voted to continue charging fines.

### Tiffany Reading Room Update

- Heather has been helping with locking and unlocking the TRR door. Currently, the Village Hall doors are locked, and department doors are generally kept closed. In light of the status of Village Hall, the TRR will remain closed for now.
- TRR guided tours can continue in small groups. Anyone who wants to see the TRR can be offered the opportunity to take a guided tour. People who are looking for a place to read or work will be encouraged to come to the Library.

### Art Exhibitions Update:

- **Rosemarie will make sure the gallery application process is included in the Library's Enterprise update.**
- Anne notes that there is a link to the gallery application at the bottom of the Library's virtual exhibit webpage, but that the link connects to the old application. **Rosemarie will update the link** so that it connects to the new application. **Anne will send the latest version of the application to Laura and Rosemarie. Laura will confirm on what date the Board approved the new application.**
- **Rosemarie will work with Christina to locate the archived virtual exhibits.** Anne had noted to the artists that these archived exhibits would continue to be available on the Library's website.

### Other issues:

- Rosemarie and Laura met with Elizabeth Hobson in Dobbs Ferry regarding hiring a consultant to create the Library's strategic plan. One of the Dobbs Ferry Board members has a nonprofit consulting firm. A second possible firm worked on Scarsdale's plan. The Library's strategic plan needs to be "in process" before the next annual report is submitted.
- Tomorrow is the next installment of the Mid-Hudson Library System's Trustee handbook book club. This week's session will cover personnel issues. They have had a good turnout so far, with more than 240 participants on the last meeting.
- The Board approves the following Library closings: Christmas Eve (December 24, 2021), Christmas Day (December 25, 2021), New Year's Eve (December 31, 2021), and New Year's Day (January 1, 2022). **Rosemarie will provide the 2022 holiday closing calendar for approval at the next meeting.**
- At next month's meeting **the Board will discuss the topic of going fine-free.**
- The next Board meeting will take place on Monday, January 10, 2022, most likely via Zoom.