

Minutes of the Irvington Public Library Board of Trustees Meeting

Feb 14, 2022

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

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

The minutes of the previous meeting of January 10 were approved with minor corrections.

Pierrette will send the minutes to Keshet and Laura when corrected.

The Treasurer's Report was accepted. The Library is under budget by 4% (through 2/3 of the year), even before taking into account the insurance reimbursement for books. Repairs and maintenance has only used up 53% of the budgeted amount. All categories are looking good.

President's Report:

- Rosemarie and Laura met with John Fendorak and Larry Schopfer on January 13 regarding outstanding issues: damage from Hurricane Ida and the July storm, and replacement costs for children's books. **Rosemarie will provide John with separate recaps** of each issue, as different people may handle each one.
- Moribito is waiting for spotlights to come in for replacement.
- Janean (WHG) will follow up with Canopy Roofing regarding the canopy on the 2nd floor terrace.
- **Rosemarie will get average book replacement cost from Baker and Taylor, and will follow up** with WHG regarding book replacement costs (approximately \$10,000 from damage during Hurricane Ida).
- ServPro has been paid by WHG for repair of water damage caused by the plumber on October 21 (\$1,101.48). Rosemarie has also sent the PTG invoice for repair work of the area to WHG (\$8,908).
- Rosemarie has received ServPro invoices for repair work from July's flood (\$2,252.75) and Hurricane Ida (\$3,319.01). Those items will be included in Rosemarie's recap to the insurance company.
- PTG completed water damage repairs in the Reading Room. This will be paid for by Workforce. Painting and restoration work around the skylight (\$7,800) will be paid from the construction bond.
- Walter Stevers was at the Library on February 8 to review damaged tiles. He estimates that 6 boxes of tiles will be needed for repairs, and insurance will also cover 1 box for spares. Insurance will cover \$1,500, and the Library will pay \$250 for one additional box of spare tiles.
- Nick from Allstate Sprinklers replaced 5 sprinkler heads. The ceiling has been patched. Ed Marron will do the fire inspection.
- WLS is updating its WiFi. On 3/15 they will switch from Optimum to Verizon Fios.

President's Report (continued):

- Last Tuesday evening when the Library was open late there was a new leak noticed by a patron. Staff members were able to remove books before any damage occurred. Angel is investigating, but he thinks it's a bathtub overflow from a tenant's apartment.
- Rosemarie made a chart of where tenant bathrooms and kitchens are lined up (including apartment numbers) relative to the Library stacks. Steve Tilly said he will make a more detailed version at no charge. ***Rosemarie will laminate the chart and provide copies*** to Angel and the Library staff.

Director's report:

- Review of January programming statistics: Programming picked up a bit in January. All programs were virtual except for storytime. A new program called Partnership Parenting Together will begin in February. The Library is sharing materials with them, including a small collection of books for circulation among the group; the Library will also partner with them on a chess club (beginner and intermediate) taught by a rated chess teacher. The cost will be \$225 for a six-week experiment (on Mondays), and it is expected to be very popular. There is an Instagram page link in the report. There is talk of adding a debate club as well, but that idea will need to be developed, including finding someone to run it. Rosemarie believes this partnership has a lot of potential, and she is eager to see where it goes.
- Review of circulation statistics: All statistics are down in general, except for streaming. The downward trend appears to be turning around. Overall circulation numbers are good. Compared to pre-pandemic levels, January's door scanner count is at 81%; circulation is at 88%. Rosemarie notes that the chess club is helping with attendance.
- On January 13, Rosemarie received the \$20,000 Legislative Budget Aid grant from Tom Abinanti's office. The grant funds, which will be used for 3 germicidal UVC lighting assemblies, were added to the Repairs/Maintenance budget line. Carrier will schedule the UV assembly work. They are looking for supplies to get started. Carrier is also preparing to replace the chiller in the spring. They did a walk-through 2 weeks ago.
- Rosemarie is preparing for staff safety training including active shooter training, general emergency training, understanding the use of panic buttons, and de-escalation training. Officer Eckert has been helping Rosemarie. No date has been set yet, but Rosemarie would like to schedule it on a Wednesday morning with a delayed opening. The Board approves amending the schedule and paying staff who aren't scheduled to work at that time. Rosemarie will let the Board know the date at the next meeting.
- The Library received a \$1,500 donation from a local family (T92).
- March 2 is Library/Legislative Advocacy Day. WLS is setting up the program, and NYLA will provide links.

Tiffany Reading Room Update

- Visits/tours are popular. The next one is on February 16. Sara will pick up the key from Anne.

Art Exhibitions Update:

- The IHS student art exhibit has been well-received. There is also a virtual exhibit. Anne would like to provide the link to parents. The school also has information about it on the District website.
- The March artist, Ronnie Levine, asked if someone could help her transport her artwork to the Library. Heather offers to help; **Anne will confirm whether Ronnie has already found someone to help her.** Library policy is generally that delivery and installation are the responsibility of the artist.
- There are several open months for exhibits. **Rosemarie and Anne will work on artist outreach efforts.** Rosemarie contacted Arts Westchester about connecting with local artists and will work on getting the Library ad back into the Enterprise this month. Anne may also reach out to the directors of other WLS libraries for names of artists to contact. Rosemarie noted that she could post something on Listserv, as another director had done.
- River Arts asked to change their exhibit to October. **Rosemarie will confirm with them and also ask about suggestions for other artists.**
- **Anne will discuss the artist application revisions with Dominique.** They will try to have it updated around June.

Other issues:

- Before the next Board meeting, **Laura will contact three potential consulting groups** about developing the Library's strategic plan.
- There is a WLS book club next week on facilities (via Zoom).
- Rosemarie, Laura, and Heather met with Brenda to review next year's budget. The projected budget for 2022/23 is \$6K less than last year. There is a request for a \$20K increase to the book budget (real and eBooks), as well as small increases for supplies, maintenance, and other categories. Brenda will also build in salary increases. Retirement and healthcare categories have decreased, so there is some offsetting.
- **Rosemarie, Anne, and Dominique will review and update the Martucci exhibitor policy**, including the deposit policy and other items. A draft will be available for approval at next month's Board meeting.
- The FOIL book sale will take place in June; another sale is possible in April. Laura thought that only two sales per year are permitted under NYS law, but **will check with Alice to confirm.**
- The next Board meeting will take place on Monday, March 14, 2022, at 7:00pm via Zoom.