

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

January 10, 2022

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

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

Introduction to Mitchell Bard, recently-elected to the Irvington Village Board of Trustees. Mitch replaces Janice as the Library's Trustee Liaison.

The Board notes the passing of Netta Sloboda. Netta was a member of the Library staff from 1995-2014 and served as a substitute Librarian starting in 2014. Her organizational skills, wide smile, and warm interaction with the staff and patrons will be missed.

The minutes of the previous meeting of December 13 were approved.

The Treasurer's Report was accepted. The Library is 1% under budget. Most categories are at or under budget. The Building Repairs and Maintenance category is slightly over budget. Books appear to be over budget, but that is because the insurance reimbursement has not been received. \$1,547 was spent from T101 this month.

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

- Laura notes that it has been difficult to contact the new insurance adjuster. As noted above, the Library is still waiting for reimbursement for Children's books damaged during the summer of 2020. **Rosemarie and Laura will speak to Larry Schopfer about getting help from the Village to resolve this issue.** The damage occurred during summer 2020, and costs were tallied by late fall. Reimbursement issues were resolved with Chip Dahle, who recently passed away. **Rosemarie will reach out to Larry tomorrow to see how to proceed.**
- Moribito has yet to replace the spotlights in the Program Room and lighting by the oversize books area.
- Jeanine sent an email noting that they are having issues with ARM Roofing, and have reached out to another contractor (Canopy Roofing). Rosemarie notes that Canopy Roofing has a good BBB rating. Rosemarie will follow up again with Jeanine this week.
- The tally for book damage from Hurricane Ida is 279 books (156 large print; 123 hardcover mystery). **Rosemarie will get average book replacement cost from Baker and Taylor, and will follow up with WHG regarding the total (approximately \$10K).**
- Regarding sprinkler inspection, the system passed the initial test before the last Board meeting. The ServPro invoice has been sent to WHG. **Rosemarie will follow up with ServPro to make sure they were paid.** WHG has not yet replied.
- Rosemarie has received a proposal from PTG (the Village-approved contractor) to repair the damaged area, and she forwarded the proposal to WHG. **Rosemarie will schedule PTG to get the work done because it cannot be delayed due to safety concerns in that**

### President's Report (continued):

area. Any billing issues will be addressed later with WHG. **Rosemarie will follow up with John or Walter at Mohawk** regarding carpet tiles.

- PTG also submitted a proposal for painting in the Reading Room skylight area. This will be paid from the construction bond, which currently has a balance of \$45K. The Board approves payment for this work. Rosemarie notes that if both projects are done by PTG we will get a 5% discount.
- Rosemarie was informed that Ed Marron will be the new fire inspector.

### Director's report:

- Review of December programming and statistics.
- There were 3 adult programs with 39 people (all virtual). YA programs had 10 participants. Children's programs are mostly in person (3 were virtual).
- Sara asks when in-person adult programming will resume. Rosemarie notes that June might be realistic, but the Library will continue to follow whatever guidelines are in effect. She also notes that June 5 and June 26 have been proposed as possible dates for Irvington Historical Society events. These events may have a limited ticket offering and also be streamed virtually. **Rosemarie will look into what equipment the Library has**, to put this option in place.
- Rosemarie notes that other area libraries are cutting back on browsing and in-person programming right now. She discussed with Carolyn that it might be better to go to virtual for programming and keep in-person browsing. Rosemarie is in favor of keeping in-person browsing barring any problems or staffing shortages.
- On the school weather closure day, the Library was well-attended in the afternoon, especially the Children's room.
- Reviewing circulation statistics, Rosemarie notes that the numbers look better when viewed relative to pre-pandemic statistics, except for online material, which is currently 400x pre-pandemic levels, everything else is around 84% of pre-pandemic levels. One exception is A/V statistics, which have declined sharply. Rosemarie is looking at strategies for the collection to offer things that are harder to stream (e.g., old classics). It will take some time and effort to figure out what is harder to stream and move in that direction.
- Discussion about streaming services statistics. Databases are zero because WLS has dropped Freagle, which was the biggest contributor. The Library offered Ancestry.com for a while, but couldn't get approval for use outside the library so the service has been dropped.
- The Library was again a net lender, by a healthy margin (lending 100 more items than borrowing). This represents 65% of pre-pandemic levels.
- The Library received a \$250 donation from a local family.
- Status report on the bathroom remodeling project: Rosemarie should receive the final OK from Albany by September (possibly a little sooner). August would be a good quiet time to do the work if approval is granted by then. **Rosemarie will double-check to see if it's OK to start the project after June.** Projects approved in the fall might be able to start by then, so Rosemarie will see if the Library can get permission to start sooner since that is generally a quiet time in the library.

### Tiffany Reading Room Update

- Sara asks about holding TRR tours and programs, and notes that two tours are scheduled (January 12 and 20). Anne has the key, so Sara will coordinate with Anne when the key is needed. The programs are offered by NYS Parks, and include a tour with Steve Tilly. An Aqueduct walk and TRR tour are also scheduled for February 16. **Sara will try to record the programs.** She notes that the TRR tours should follow the same rules as any other meetings that take place in the TRR.
- A request was made by Alexandra's Playground to use the TRR for a Board meeting in the evening on March 1 there will be fewer than 10 people. They are aware of the room use rules and will wear masks. Laura asks about using the Martucci Gallery, but they haven't filed as a nonprofit, so cannot use the Gallery due to Board policy.
- **Rosemarie will check with Larry** to make sure in-person meetings are OK in the Village, and if there are any other requirements in place. Rosemarie can give them permission to use the TRR, with the understanding that this could change depending on the circumstances and rules regarding Covid.

### Art Exhibitions Update:

- **Rosemarie will talk to the Enterprise** regarding including artist information in the Library's announcements.
- The current exhibit (photographs by Pam Grafstein, "Creatively Composed") has been well-received.
- The Gallery's application link has been revised.
- Archived exhibits are now available. Christina showed Rosemarie where they are located and **Rosemarie will send the link to Anne.**
- The May artist (Betsy Leitzes) asked for a 2023 date, so May is currently open.
- Ronnie Levine is scheduled for March.
- Because of the current mask mandate, artists cannot have receptions with eating and drinking. A meet-the-artist session is OK.

### Other issues:

- The Board approves Judy Malave as a part-time clerk; Donna Garofalo is approved as a clerk sub (both at salaries of \$18.26/hour) effective 1/21/22.
- The Board approves the schedule of 2022 holidays and extended hours.
- The preliminary budget meeting with the Village Board of Trustees is scheduled for February 16. The projected budget is \$1,005,860 (flat).
- The next Board meeting will take place on Monday, Feb 7, 2022, at 7:00pm via Zoom.