

Minutes of the Irvington Public Library Board of Trustees Meeting

June 14, 2021

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

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

The minutes of the previous meeting of May 10 were approved. Pierrette and Laura reviewed January - April 2021 minutes for posting and made minor corrections. These were sent to Board members for review and approval for posting. Laura asks **Board members to let Pierrette know of any changes needed in the next week or so**. June minutes will be posted as well once approved at the July meeting.

The Treasurer's Report was accepted. At the end of the fiscal year, the Library is 20% under budget. Some expenses will continue to come in, but this will not have much impact on the overall budget. **Heather will check on a header formatting issue for T101 in the report.**

Chris Mitchell resigned effective June 13, 2021, as he and his wife will be relocating. Chris was a Trustee for 28 years over three decades, and was instrumental in the renovation of the Tiffany Reading Room, as well as the conversion of the Burnham Building into the library's current location. His knowledge, dedication, and eagle-eyed attention to grammar and punctuation will be missed.

Dominique Picon will be returning to the Board in July or September.

Laura asks Board members to send her any suggestions for additional new Board members.

President's Report:

- **Rosemarie will work with Chip Dahle** to provide needed cost details for Children's book replacements so we can receive the second insurance check.
- Laura, Rosemarie, and Heather met with MHR Management (WHG's building management group) to review common charges for June - December 2020. There were issues with vendors (invoices not received on a timely basis, missed monthly payments, etc.) that have now been resolved. Going forward they will try to provide common charge information on a more timely basis. Laura will follow up if nothing is received by the end of each month. A revised invoice of \$6,699.27 was approved and sent to Brenda for payment.
- The bathroom renovation project has been divided into two phases. This will make it easier to have a bathroom open to the public during renovation, and will reduce the amount needed on the next capital bond. The men's room conversion (\$64,399.40) will be done first and will result in 2 single bathrooms. The women's room renovation

President's Report (continued):

(\$56,472.95) will provide one additional bathroom plus storage. Steve has been working on plans. Construction will probably not start for several months.

- Discussion regarding funding for the bathroom renovation project. **Rosemarie will work with the Village grant writer** to apply for NYS construction grants. Larry Schopfer indicated that \$100,000 will be requested on the June 21st bond proposal. The bond is needed before applying for state construction grants. The amounts noted above are what PTG estimates each phase of the project will cost.
- Moribito Electric ordered LED bulbs for the flying saucer fixtures, and will replace bulbs in all 33 fixtures.
- Angel will install a handle on the women's room door. This needs to be completed before polling day.
- The chiller water flow valve is faulty and stuck in the on position, causing it to alarm. Joe Mirtuono from Carrier recommends replacing the valve even though the chiller is going to be replaced in a few months, because the risk of damaging the current chiller in the meantime is too great. The replacement job (\$2,000-\$3,000 estimate) won't take long, but they are busy right now.
- Joe also noted that the expansion tank is full and there is no glycol in the system. There is a valve in the tank that is stuck, but Carrier says this is not a major concern. The temperature has been adjusted to 34 degrees to prevent the chiller from freezing.
- There is also a faulty temperature sensor on the A/C system. Rosemarie is awaiting an estimate for repair and will follow up with Carrier about that. Testing was done by turning off the boiler to confirm this was not an issue related to the one recently repaired. A dehumidifier is running in the Children's Room to avoid a repeat issue with mold.

Director's report:

- Circulation for May compared to April was basically flat (down 80 items). Juvenile categories increased a lot, most likely due to the return of in-person browsing, which had lots of kids in attendance.
- Today the Library opened without appointments. Rosemarie notes that they are planning to continue offering pickup appointments this week, but this will need to be figured out once the Library is more fully opened. Since items are considered checked out once they are placed on the table, this may not work once traffic in and out of the Library increases.
- Keshet's Founder's Day program was held on the rain date, since there was an outdoor component. One person showed up on the original date; Chris provided a TRR tour, which was greatly appreciated. 4 people were in attendance on the rain date. A YA Mother's Day appreciation project program had 10 people in attendance.
- Other programming statistics are not available this month.
- Carolyn is preparing summer programs and advertising to schools through flyers and a promotional video. Programs will include: Stuffed animal sleepover, virtual petting zoo, game board, literacy games, read-aloud to dogs ("Tails and Tales")
- There will be one in-person program, a YA craft program in the garden (plus grab and go option).

Director's report (continued):

- Rosemarie received an invitation from Tom Abinanti's office to apply for a \$20K legislative grant. This will cover the cost of 3 germicidal UV assemblies for the Library's air handlers. \$5-6K each for 2 smaller units, plus one larger unit. If any funds are left over, she will add an air purifier unit for the Children's area.
- Reorganizing collections around the Library is ongoing. Planning another major shift over the summer, with help from school volunteers who need community service hours.
- Rosemarie purchased a webinar, Ryan Dowd's "Customers Without Masks: Simple strategies that get your customers to follow your Covid-19 policies (without a fight!)". The Board approves \$97 from T92 for training
- The Library received a \$2K donation from a family. Will go into T92.

Art Exhibitions Update:

- Renee Shamosh is continuing her virtual exhibit.
- Chris has offered to continue working with the Tiffany Room beyond his resignation.
- Meg Lindsay will do a virtual exhibit in July. She has given very positive feedback on her experience working with Christina in preparing for the exhibit.
- August exhibit might be in person. Rosemarie notes there are some storage issues to resolve. **Anne will review the room with her.**
- Rosemarie will reach out to River Arts about their plans for October. If they do not want October, the Irvington Historical Society will take it.
- Artists are lined up through December.
- Anne notes that Library emails to the community haven't included names of artists. **Rosemarie will make sure that is corrected.**
- Tiffany Room is not open to the public, but requests for programs or appointments can be considered. Needs to be scheduled because someone has to be there to let people in and out, and monitor capacity.

Other issues:

- NYS report will be available for review next week. Board approval will be needed. For next year's report, a long-range plan (community-based, Board approved) will be needed. **Rosemarie will talk to other libraries about their plans.**
- A civil service pay increase will take effect June 1 village-wide.
- **Rosemarie will set up WLS email addresses for Board members.**
- The next Board meeting will take place Monday, July 12, 2021, at 7:00 p.m. There will be no meeting in August. The September meeting may be in-person.