

Minutes of the Irvington Public Library Board of Trustees Meeting

March 14, 2022

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

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

The minutes of the previous meeting of February 14 were accepted with corrections.

The Treasurer's Report was accepted. All categories look good. Heather notes that the T101 balance may need replenishment. Rosemarie will ask FOIL about the next donation. Typically, their donations are made in the winter (after the membership drive), and again in June after the book sales are done. Normally, there is also an annual in-person fundraiser, but that has been impacted by Covid. Pledge drives have gone well.

President's Report:

- Rosemarie and Larry met with John Fendorak. John asked for descriptions for the three events (mold issues from December 2020 and July 2021; and Hurricane Ida in September 2021). He wants a clear narrative, including names of and bills from any contractor who worked on repairs. **Rosemarie says the reports are almost done.**
- Moribito hasn't replaced Program Room spotlights yet. **Rosemarie will ask Larry** if PTG can do the work, since it is taking so long for Moribito to complete the job. **Rosemarie will let Moribito know** if PTG is going to do the work.
- Janean got back to Rosemarie today about the canopy. There is a delay due to staffing shortages at Canopy Roofing, and they don't know when they can complete the work. The job has been sent out to other vendors for bids, but Angel hasn't heard back from anyone. One option would be to purchase a canopy that Angel can install. For now, Angel has a tarp that he puts above the entrance when rain is in the forecast; this is working so far.
- **Rosemarie is working on getting the book replacement bill** from Baker & Taylor and **will send to WHG** when she has it.
- Invoices for damage (books and carpeting) from the July 2021 storm and Hurricane Ida will be forwarded to John Fendorak.
- PTG needs to be paid for the work on the skylight in the Reading Room. This will be paid from the construction bond, after which the balance will be down to around \$37K.
- Replacement carpet tiles (and spares) have been ordered, and should arrive at the beginning of April.
- Ed Marron will do the fire inspection after sprinkler heads have been replaced.
- WLS will switch to its new router on March 15. Service will switch from Optimum to Verizon Fios.

President's Report: (continued)

- Rosemarie received the chiller replacement quote from Carrier: \$65,313 for the chiller, \$124,207 for installation and control valves. The bond for the replacement is \$170,000. The remaining balance (\$19,520) will be paid from the construction bond, after which the construction bond balance will be \$18,152.32.
- Rosemarie notes that price hasn't changed since the initial estimate was done. The Board approves this expenditure. The work, which will take 4 days to complete, should be done by the 1st or 2nd week of June (waiting to hear back from Carrier about scheduling). **Rosemarie will look into** whether the UV project will be done at the same time, since the grant money has been received. 3 units would be done with the chiller work. The 4th will be done later (when the bathroom project is done).
- Discussion regarding a recurring leak in the Program Room near the projector. Rosemarie notes it has been a few years since there was a leak in that area. Angel believes it is from a tenant's sink. The artwork and piano in the Program Room were not impacted.

Director's report:

- Report on programming and statistics: Program numbers are a little lower. The shorter month may be a factor. All children's programs were in person; adult programs were virtual. Discussion about a request for a Program Room rental in June, which Rosemarie is willing to do, assuming it still feels safe to do so at that time. She notes that programming has been trending towards in-person. There will be a book sale in April, and The Irvington Historical Society is planning an in-person event in June.
- Circulation is at 88% of pre-pandemic levels. DVDs and movies are down, which may be because people have been using streaming services more. Music, CDs, and audiobooks are doing well. Streaming services (Canopy, Overdrive) are up almost 400%. Other directors in the area have noted that circulation is down in general. The Library has been a net lender lately, but was not in February. There have been some small ups and downs, but circulation has been mostly stable in the past few months.
- Attendance in February is 60% of pre-pandemic levels. Patrons may be using more online services in general (some through the Library). People who come into the Library are borrowing.
- Regarding the leak last month (on a Tuesday evening when the Library was open), Rosemarie notes that not a single book was lost, due to the quick actions of staff members (and an observant patron).
- Staff safety training has been set for Wednesday, April 27.
- Rosemarie reports on virtual events she has attended recently. One event was Library Advocacy Day. Among the topics covered were: support for broadband for all, ideas for improving the central library system in Westchester (including more online resources), and concerns about the impact of the civil service process in hiring Library staff. Discussion about how the civil service rules have impacted Irvington. There is a committee within NYLA working on this issue.
- The Village has shifted to a mask-optional policy. Signs about requiring masks have been taken down, but the "mask-optional" sign is still up. Rosemarie and the staff have observed that most people still wear masks in the Library (staff and patrons).

Director's report (continued):

- Rosemarie received a call from the NYSDEC asking the Library to serve as a repository for information related to the cleanup of a superfund site located on Main Street. The dry cleaning business at 53 Main Street has chemicals in the soil behind the building. The Library has been asked to house documents from before, during, and after the work is done. These documents will go into the historical records, and will be available online and in hard copy form.

Tiffany Reading Room Update

- The meeting for which the TRR had been requested was done virtually.

Art Exhibitions Update:

- Several new artists have applied for exhibitions. The gallery is booked through July, and several offers are out for later months. There was a really good response from the Arts Westchester ad and news blast.
- ***Rosemarie and Laura are updating the exhibitor policy. Anne and Dominique will review*** the new version and discuss with the Board next month.

Other issues:

- Discussion about strategic plan development. Laura sent emails to 2 consulting firms. She heard back from Plan A (the firm that did Scarsdale's strategic plan) and is scheduled to meet with them via Zoom at the beginning of April. She is waiting to hear from Deep Breath, who did the Dobbs Ferry strategic plan. Rosemarie notes that Library IQ (currently the Library's subscription service provider) offers strategic plan consulting. Debbie Joy is available to meet during the first week of April.
- This month's NYS Zoom book club (March 29) will cover policies and risk management.
- The annual budget review went well. There is a \$6K decrease for next year, and there are no issues. Laura notes that Mayor Smith and the Village have been supportive of the Library during his tenure.
- The Board approves expenses for two staff members (Carolyn and Linda) who attended a virtual training seminar. (\$279 each).
- As noted above, the Library has started a subscription with Library IQ. Their service works with the Library's catalog and patron database to analyze the collection. They will make recommendations about how to manage the collection, improve catalog accuracy, and streamline the inventory process. They will also reach out to patrons. This should improve circulation, and improved accuracy may lower costs since the Library pays 5 cents per title to WLS. Because the company is new to the Westchester area, the Library received a \$1000 discount and the company waived its implementation fee. Currently, the cost is less than \$500/month, which Rosemarie notes compares well to the alternative time a staff member would need to devote to the tasks covered by the service. Ultimately, the improvements may also create more efficient workflows. This will be paid out of T92 if needed, but Brenda can add a line in the budget for consultancy fees and move things around as we charge to that line. The Board approves the subscription.
- The next Board meeting will take place on April 19, 2022, at 7:00pm (in person).