

Minutes of the Irvington Public Library Board of Trustees Meeting

May 10, 2021

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

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

The minutes of the previous meeting of April 5 were approved. Pierrette and Laura will review minutes from January-April for posting.

The Treasurer's Report was accepted. With 8% of the fiscal year to go, the Library has spent less than 72% of the budget. There are some over-budget categories, mostly due to Covid-related purchases, but no significant amounts. Budget increases are mostly related to hiring. Heather will review other items with Brenda when she is back in the office next week.

President's Report:

- Rosemarie spoke to Chip Dahle regarding receiving an insurance check for Children's books. He requested a PO, which will have to be issued by the Village. Rosemarie will need to speak with Brenda to see how to issue a PO for only the books related to the insurance claim. When ordering, Carolyn created carts for books related to the insurance claim. When the orders were fulfilled, Baker & Taylor picked from multiple carts. So POs that were issued so far contain a mixture of books from various carts, and there is no PO that specifically covers only the books related to the insurance claim. Rosemarie said she can get a detailed receipt from Baker & Taylor to identify the cost of the books related to the insurance claim, but will need to speak to Brenda about issuing a PO that is specific to those books only.
- Update on common charge issues. Laura had to reschedule her meeting with MHR to review cost increases for gas, repair and maintenance of fire alarms and alarm telephone charges, and a charge for cleaning materials, which has never been invoiced before. She received an email from Virginia noting they removed charge for cleaning materials, and that other increases were due to billing delays. Laura is hoping to meet via Zoom during the week of May 17 to discuss a way to deal with delays, since the Library has a set annual budget for expenses. Some delays appear to be well over a year.
- PTG completed a thorough analysis of the plans for converting bathrooms to single use, and came up with estimates of \$64.4K for the men's room and \$56.5K for the women's room (including storage area). Steve Tilly suggested adding a 30% contingency. Rosemarie will request Brenda add this to the upcoming bond.
- Moribito Electric has found LED bulbs for the flying saucer fixtures. They will put together an estimate for replacing bulbs in 33 fixtures, including the flying saucers. Rosemarie notes that smaller bulbs are \$14, bigger bulbs are \$15, and labor will be charged at a negotiated rate. It will take a week to get the bulbs. Then they will schedule the work, possibly as early as next week.

President's Report (continued):

- Rosemarie exchanged emails with John Warren regarding last summer's problem with crossover of apartment hot water lines and chiller lines. He responded there was a valve installed that should remedy this issue. The Board would like to obtain a record from Future Mechanical indicating what was done. Documentation is needed to make sure this issue has been addressed, as it may have played a role in the recently discovered mold issue in the Children's Room area.
- Carrier informed Rosemarie that in order to replace the chiller, they will need to find a unit that is covered under their State contract. If this cannot be done in time for cooling season, they will reboot the current chiller. No estimate was provided, but typically it has cost around \$5K in the past to get the chiller going.

Director's report:

- Rosemarie reports there has been a nice variety of programming, with Children's programming doing especially well. 20 children were on a Zoom program this morning.
- YouTube has been a good way to increase the reach of some programs.
- Circulation statistics were reviewed for March and April. There are no statistics to compare to 2020 because there was no circulation in those months. But the trend has been steady, with April being a little lower.
- Rosemarie provided an update on rearranging the collection, which she hopes will be complete before the end of May. She notes the relocation of the oversized collection next to the biography section to increase usage.
- Update on plans for the Library's reopening, currently planned for Monday, May 17, using an expanded appointment schedule system (e.g., 10 people at a time for 30 minute appointments. Initially, there will be no bathrooms or computers available. If all goes well for two weeks, Rosemarie would like to shift to a no-appointment system. After that, offering computers and bathroom use could be considered. Rosemarie feels that bathrooms will need to be available once the Program Room is opened (which may happen in June). The use of return bins will continue. Rosemarie notes that book quarantine has been shortened to two days.
- Rosemarie will check with Larry to see how the Village plans to handle any noncompliance by the public, and model the Library's response based on that.

Art Exhibitions Update:

- The Irvington Historical Society has an exhibit scheduled in June.
- July is still open.
- Laura is working on finding a possible photography exhibit.
- River Arts is interested in October.
- The Tiffany Room tour was rained out, but one person showed up. Chris gave a presentation, which Sara will give on the planned rain date. Rosemarie will ask Keshet to remind attendees about the rain date, and will put a notice in the newsletter to see if more people want to sign up.

Other issues:

- The Board approves Patty Vano as provisional Principal Library Clerk at \$40,000/yr., with a start date of May 3, 2021. After approval last month, two more letters arrived with the proper postmark dates (delayed delivery). Rosemarie gave interviews, but one person cancelled so the list was broken again.
- There will be some activities in the village for Juneteenth. Discussion about ways for the Library to participate (e.g., book display). Most libraries in the area are planning to be open. The Library should make plans for participating on a larger scale in the future.
- The next Board meeting will take place Monday, June 14, 2021, at 7:00 p.m., possibly in person.