

Minutes of the Irvington Public Library Board of Trustees Meeting

November 15, 2021

Via Zoom Meeting: Present: Laura Lilienfield, President; Anne Goldfield Rehm, Dominique Picon, Sara Kelsey, Trustees. Rosemarie Gatzek, Library Director.

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

The minutes of the previous meeting of October 11 were approved. **Pierrette will send approved minutes to Keshet for cataloging and posting.**

The Treasurer's Report was accepted. The amount of money that went out last month from T101 was \$5,000. Museum passes were one of the expenses. There was discussion of which museums we have passes for and how to best promote them to the community. Carolyn can integrate the Transit Museum passes into a program and **Rosemarie will promote these passes** on social media and website once the Library has all of the passes for this year, **Rosemarie will talk to Carolyn** about the best way to gather utilization data for these passes.

President's Report:

- The new insurance adjuster (who succeeded Chip Dahle, who passed away in October), John Fendorak, is scheduled to come to the Library this Friday afternoon. **Laura and Rosemarie will meet with him** to discuss the many open issues left with Chip's passing. (John Warren explained that the reason there are no A/C units on the front of the building is that the Metro North trains blow debris into the units.)
- Moribito Electric LED will be replacing spot lights in the Program Room and lighting by the oversize books.
- Angel performed a hose test on the brick planter on the tenant terrace on October 8th, which indicated a small, new leakage. He also ran water into the tenant vestibule, which led to leaks in the same spot in the Reading Room. Russ sent an email suggesting that the remediation focus be on the vestibule area: removing the pavers and coating the entire vestibule area with fluid-applied membrane, then resetting the pavers. He also recommends adding a permanent canopy over the vestibule entry to prevent water blowing in. John Warren to follow up with ARM roofing and Angel.
- A leak was discovered in the Children's Room on Aug. 10th due to a faulty A/C unit in the tenant apartment above. Angel has been unable to gain access to the apartment to inspect, but there have been no subsequent leaks.
- Delayed opening on September 2nd due to storm damage from Hurricane Ida. Approximately 300 large print and mystery books were damaged. Approximate replacement cost \$10,000, which will be put on separate purchase orders. To be followed up with John Fendorak.
- Angel is coming tomorrow to use a scope to investigate a leak above the circulation desk that appeared on October 20th.
- Also on October 20th, the plumber sent by WHG to replace the sprinkler pipe in the Reading Room did not shut off the water properly before cutting, which led to a spray of

President's Report (continued):

water/black substance causing flooding and soaking carpet tiles in the containment area. ServPro set up fans to dry the carpeting. Their prognosis about the damaged tiles wasn't good, but will be unable to assess until the area is dry. John Warren was to follow up with the plumber, but no action has been taken. Laura wrote a follow up letter to him and Janean Dipalo today regarding this, as well the need to have the sprinkler system inspected before the ceiling can be repaired. Janean responded stating that WHG is waiting for follow up from the Village.

Director's report:

- Review of attendance and circulation statistics. Attendance has increased in the past month.
- There were 8 Adult programs with a total of 55 attendees. The Children's programming is picking up and all but 6 programs were in-person. There were 21 programs and a total of 128 children participating. Those that are in-person are limited to 10 children and their caretakers and are held in the Program Room to ensure social distancing. Some programs were held outside when the weather permitted.
- Circulation was 87% of the average of the past four pre-pandemic years (Octobers 2016, 2017, 2018, 2019). It is almost double what it was last year. Magazine and music CD borrowing increased. Given that the Library is just beginning to have in-person programming, Rosemarie hopes that circulation numbers for physical items will continue to improve, as well as attendance (this October it was 41% of the pre-pandemic average). Program registrations will continue to be kept to smaller numbers, to promote social distancing. Most patrons come in to borrow materials and fewer are using the library for studying.
- Rosemarie notes that there is still no word from Albany as to when the \$20,000 legislative grant will be disbursed to the Library. This grant was awarded through Assemblyman Abinanti's office to install 3 germicidal UVC lighting assemblies to our HVAC system.
- Rosemarie reached out to Assemblyman Abinanti's assistant who indicated that she does not know the reason for the delay.
- Rosemarie attended the New York Library Association (NYLA) Annual Conference in Syracuse this year. She notes that, as usual, it was very informative even though it was smaller than usual (due to COVID). There was a decent variety of programs on a wide variety of subjects. She attended a Continuing Education session "Confronting Employee Burnout" before the conference began. It was an interesting three-hour course led by a mental health professional, a library director and Terry Kirchner (the Executive Director of WLS). The causes of burnout were discussed first, followed by practical advice "from the trenches" of a small public library, which discussed strategies for alleviating stress for staff (#1 tip: encourage staff to use their allowed time off! "Self-care" is an important restorative, and as important as it is to come to work, it's also important to rest). Dr. Kirchner discussed how being a community resource that helps alleviate stress is an important part of our mission as well as discussing the library system's work with NY Project Hope, a public/private partnership that offers crisis counseling designed to help our communities deal with COVID.
- Lisa Tomeny from the Irvington Community Advisory Board invited Rosemarie to speak at a virtual meeting on November 9. Rosemarie gave a brief history of the library as well

Director's report (continued):

as highlighting our educational and teen programming as well as other teen resources. iCAB's members are primarily middle and high school students from Irvington, so Rosemarie notes that she was happy to speak to a segment of our community that we would like to see more of at the Library!

- The Day of Giving program this year was a card-making project to send cards to Meals-On-Wheels recipients in the County. 30 cards were made.

Art Exhibitions Update:

- November's exhibit is "Stained Glass" by Nellie Misch.
- Online exhibits of Martucci artists will be available for patrons who do not want to come in to the Library.
- Chris Mitchell will be bringing materials about the Library's acquisition of the Burnham Building to the Local History Room.

Tiffany Reading Room Update:

- Sara Kelsey will be giving two tours of the Tiffany Reading Room for small groups of Senior Citizens (organized by Laura Compagni of the NYS Parks Department). The tours will be on Wednesday, January 12 (Croton) and Thursday, January 20 (Dobbs Ferry). Each tour will be one hour long, beginning at 10 AM.
- There was a brief discussion of whether and how to reopen the TRR to the public.

Other issues:

- ***Laura and Rosemarie will meet with Elizabeth Hobson*** (DF) 11/19 to discuss the process of hiring a consultant group for the strategic plan and the pricing for this process.
- Mid-Hudson Library System Zoom "Book Clubs" to review the NYS Handbook for Library Trustees (2018) on Tuesdays, 5:00 – 6:30 p.m.
 - Nov. 16 – "Library Board meetings"
 - Dec. 14 – "Personnel"
 - Two hours/year will be required for Library Trustees.
- Rosemarie set up email addresses for Board members through the Village which will be used for all Library communication with Trustees.
- Discussion about the option of going "fine free." Rosemarie introduced this topic noting that it is a popular topic in Westchester libraries, and that it has already been implemented by some Westchester libraries. The current system will put a block on an account if the unpaid fines total \$25 or more. The way the "fine free" system works is that, instead of fines, if an item is not returned after a yet-to-be-determined period of time, the item is declared lost and the patron is sent a bill for the replacement cost of the item. If the item is then returned, there is no penalty to the patron. The fine/no-fine system is determined by the library from which the item was borrowed.
- Next meeting date: December 13th at 7:00 p.m. via Zoom.