

Minutes of the Irvington Public Library Board of Trustees Meeting

October 11, 2021

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

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

The minutes of the previous meeting of September 13 were approved with minor corrections.

The Treasurer's Report was accepted. Through 1/3 of the year, the Library has spent just under 30% of the budget. All categories are under budget. Book expenditures are temporarily over budget until insurance reimbursement is finalized. T101 expense is under \$1K this month.

President's Report:

- Rosemarie gave the detailed book replacement accounting to Chip Dahle. Insurance reimbursement should be finalized next month. Children's Room books have mostly been replaced, though there have been some supply chain issues. 300 large print books have yet to be replaced.
- Moribito has finished replacing the bulbs in the flying saucers. Other bulb replacement is in process.
- Carrier has replaced the chiller sensor at a cost of \$1,320.
- Discussion of moisture issues in the Reading Room. On September 21, ServPro reviewed the area in and above the Reading Room (e.g., the tenant terrace). Moisture in carpet tiles and buckled flooring were noted. On the tenant terrace, pavers were pulled up three years ago to place a waterproof membrane. However, during the recent review it was discovered that the membrane is missing under a narrow strip of pavers north of the skylight along the brick planter, and extending into the tenant vestibule area. A hose test showed a small leak. WHG needs to address this. There is a temporary tarp over the vestibule. Russ Watsky will write up recommendations, including replacing the temporary tarp with a permanent cover. **Rosemarie will set up a meeting with John Warren so she can show him what needs to be done.** Laura notes that the carpet tiles in the Reading Room will not be replaced until issues on the terrace area are resolved. The area of mold discovered was small enough (less than 10sf) to be treated with spraying only.
- Update on the Children's Room leak discovered in August. Angel has not yet been able to access the tenant apartment where the source was. Tenants have been provided with window A/C units to avoid issues with the chiller line. This has resolved the issue, and **Laura suggests speaking with John Warren about continuing to use the window units to avoid a recurrence.**

Director's report:

- No program information is available this month. **Rosemarie will file a final report by the end of the week.** She notes the Library held its first in-person program since the pandemic began. 4 children attended.
- Discussion regarding trends in attendance and circulation. All circulation is generally trending downward, but patrons are starting to return to the Library to borrow items. Hoopla and overdrive have increased so there may be substitution between electronic and physical borrowing. A/V has been on a downward trend for a while.
- Rosemarie notes that other library directors have also observed a general downward trend in demand and library usage. Some wonder if the tracking system switch (Evergreen) has some impact on the statistics.
- Conversation about electronic borrowing. To facilitate electronic borrowing, Rosemarie has considered getting devices for patrons to borrow. But it's not clear what would be the best option (Kindle, iPad, etc.). This may be an area to explore when surveying the public as part of the strategic plan development. **Anne suggests asking people to donate old Kindles.**
- The FOIL book sale took place on October 23-35 and was well attended. The Library has also resumed offering a small cart of books for sale on an ongoing basis. Unused books from the FOIL sale were picked up by Discover Books.
- Discussion about grant status. The Legislative Grant (through Tom Abinanti's office) is in the process of being funded. Rosemarie reached out to Joanna Sold but hasn't heard back to see when the money would arrive. The NYS construction grant for the bathroom renovation project has been approved for the eligible amount (50% of the total). The final total increased slightly from the original amount due to a slightly higher estimate for one project component. Disbursement approval by NYS should happen sometime next summer.
- Rosemarie notes that the Library has received 90% of the LLSA payment (\$1,650) and will receive the remainder when the NYS report is finished in the spring.
- Rosemary Clark retired on July 31, 2021 after 13.5 years of service. Her small stature belied her huge smile and oversized personality. She will be missed by both the staff and our patrons.

Art Exhibitions Update:

- The Martucci Gallery is mostly booked through July 2022. **For January 2022, Rosemarie will forward artist contact information to Anne. For February 2022 Rosemarie will reach out to IHS. Rosemarie will follow up with River Arts regarding plans for an April 2022 exhibit.**

Art Exhibitions Update (continued):

- Scheduled exhibits are as follows:
 - October 2021 - Irvington Historical Society
 - November 2021 - Nelle Misch
 - December 2021 - Jim Maciel
 - January 2022 - Pam Grafstein, photographer
 - February 2022 - Irvington High School artists
 - March 2022 - Ronnie Levine
 - April 2022 - River Arts
 - May 2022 - Betsy Leitzes
 - June 2022 - Irvington Historical Society annual exhibit
 - July 2022 - Monique Ford
 - August 2022 - January 2023 are available

Other issues:

- Laura was contacted by someone who came from out of town to see the art show and arrived after the Library had closed. **Rosemarie will update the outgoing message to reflect any changes in hours. Rosemarie will need to make staffing adjustments to return Saturday library hours to 10:00 - 5:00.** During the summer, the hours were 10:00 - 2:00.
- Discussion about developing the Library's strategic plan. The first step is to connect with consultants and assess the scope of the project (What steps are involved? How long will it take?) Public surveys will help determine what patrons want. The plan needs to be developed in time for the next annual report. By next month there should be clarity on how to start the process.
- The Mid-Hudson Library System is hosting Zoom book clubs to review trustee handbooks (monthly on Tuesdays). Rosemarie emailed the information to the Board. The Zoom sessions will be recorded.
- Rosemarie notes that starting in 2023 NYS Library trustees will be required to do 2 hours per year of continuing education.
- The Board pre-approves the expense estimates for Rosemarie's attendance at the NYLA conference, and for Keshet and Lydia to attend virtual seminars (\$1,617 from T92).
- Laura noted that the TRR door was not locked this weekend when farmer's market patrons were in Village Hall to use the bathrooms. **The door should be checked on Friday to make sure it's locked on the weekend. Heather works across the street on Fridays and will check. Anne will give Heather a key.**
- Rosemarie is looking into the cost of the Library setting up emails for Board members. WLS may stop providing all email addresses for libraries next year, so a solution may eventually be needed for the entire staff.
- **Laura will send an email to share a phone contact list among Board members.**
- The next Board meeting will take place on Monday, November 8, most likely via Zoom.