Minutes of the Irvington Public Library Board of Trustees Meeting

October 17, 2022

In Person at IPL (Program Room): Present: Laura Lilienfield, President; Heather Thomas, Sara Kelsey, Pierrette Pillone, Trustees; Rosemarie Gatzek, Library Director.

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

The minutes of the previous meeting of September 12 were accepted.

The Treasurer's Report was accepted. With 1/3 of the fiscal year finished, the Library has spent 30% of its budget. Building repairs and maintenance has spent only 9%, but there is a $5K encumbrance and other items to be done. $2,262.39 was spent on programming and Midwest Tapes audiobooks (from T101). Rosemarie notes that a check was received for the use of the Program Room as a polling site. That will go into T91.

President's Report:

- The Library has been waiting for more than 2 years for Children's Books insurance reimbursement. Rosemarie spoke to Larry about what to do and he said that he will pursue it. ***Rosemarie will follow up with Larry*** for status updates.
- Angel assembled the canopy over the tenant hallway. Rosemarie says it looks nice and appears to be sturdy.
- Larry provided an update on the status of reimbursement for damage from Hurricane Ida. ***Rosemarie will keep in touch with him*** about this.
- The Library passed the fire inspection. The standpipe valve still has to be inspected, as does the tenant side of the building. This will be done before the end of the year.
- The electrical hookup for the new UV units will be finished tomorrow.
- Humidity levels in the Library have returned to normal (42%). Westchester Tool Rental will pick up the dehumidifier units.
- Rosemarie received an estimate from Carrier for the expansion tank for the chiller. She sent a letter to WHG (and spoke to John Warren) noting this is a shared expense, and that going forward, A/C system expenses will be shared. This bill will be sent to the Library. ***Rosemarie will reach out to Carrier and WHG*** to see how the billing should be handled in the future.
- Servpro had a management change. Rosemarie received an email saying three invoices are unpaid, but the invoices were never received at the Library. These are related to: Damage from Hurricane Ida (this will be submitted to the Village for FEMA reimbursement), the July 2021 patio leak (this will be sent to WHG), and dehumidifier damage (the Library will pay this bill).
- There is moisture damage in the YA area (peeling paint). It appears there are cracks that are letting water in. ***Pierrette will review the minutes from the East wall project*** to see how the cost split was handled in that case (around November 2018).

Director's Report:

- Review of program and circulation statistics: Programs are building back to pre-pandemic levels. More adult programs are happening in-person. There is a 10-part lecture series on China that is running as a hybrid program and being recorded.
- A group of teenage volunteers has logged 45 hours of community service hours. ***Rosemarie may ask them to participate*** in a focus group for the strategic plan to get their perspective.
- Circulation numbers are getting back to pre-pandemic levels. Looking at sub-categories, CD audio books are still very low; Hoopla and Overdrive have taken over. People may not have devices to play CDs. Some libraries are shifting away from the CD format in favor of digital.
- The door count is still low (about half). Online and streaming services are keeping circulation numbers up. Foot traffic for books is still low.
- Discussion about libraries in the area going fine-free (including for DVDs). ***Rosemarie will pull together information to discuss and vote on next month.*** Libraries just send a bill for replacement of the item after a certain time period.
- Funding for the bathroom project has been approved. The project has been on hold, but ***Rosemarie will start the planning and scheduling process*** with Steve Tilly's office. She hopes this can be done in January or February, since these are lighter months at the Library, so would be a good time to have this work going on.
- Chet Kerr is applying for a $10K grant (through the Metropolitan NY Library Council) to digitize the Library's historical map collection. Heather will be the liaison for the project. The application deadline is October 28. If approved, Rosemarie will also need to find someone to do the project. Hudson Archival (who had done some of the Library's past map archiving) is out of business. They made recommendations for two companies.
- Regarding the January TedX talk, ***Rosemarie will confirm*** that attendance will be less than 70 and that no admission will be charged.

Art Exhibitions Update:

- Anne has begun contacting artists about exhibits in 2023-2024.

Tiffany Reading Room Update:

- Within a month, the Village will have someone scope inside the wall to assess the water damage noted on the southwest wall.
- Ben Branch will inspect the crack in the wall.
- The clock will be reset on November 6.

Other issues:

- ***Rosemarie will have the employee Covid plan update available*** for discussion and voting next month.
- The initial Strategic Planning Committee meeting was held October 13 with Beth Venn. She is pulling together summary material to distribute to the Committee and will forward by email. Dates for the November and December meetings will be set soon.
- The Board approves Library closures for Christmas Eve (12/24) and New Year's Eve (12/31).
- The Board approves Rosemarie's NYLA conference expenses for November 1-5 ($1,300 to be paid from T92).
- The Board approves the Program Room rental for the Richmond Hill HOA meeting, November 5.
- The Board approves the Program Room rental for the Westchester Chapter of the Hearing Loss Association of America, including a materials charge of $35, which Rosemarie confirmed with WLS is OK. The November meeting dates have been set; ***Rosemarie will email those to the Board***. There are two different dates: 1) a meeting regarding service dogs (members only), and 2) a safe driving class, which is open to the public (***Rosemarie will publicize that one***).
- The next Board meeting will be November 14, at 7:00pm, in person at the Library.