

Minutes of the Irvington Public Library Board of Trustees Meeting

September 13, 2021

Via Zoom Meeting: Present: Laura Lilienfield, President; Heather Thomas, Dominique Picon, Sara Kelsey, Pierrette Pillone, Trustees. Rosemarie Gatzek, Library Director. The Village has returned to using a virtual meeting format as authorized by NYS.

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

The minutes of the previous meeting of July 12 were approved. Going forward, Pierrette will send approved minutes to Keshet for cataloging and posting.

The Treasurer's Report was accepted. 25% of the fiscal year has passed, and 25% of the budget has been spent. Heather notes that \$28K was spent on books (slightly over budget for that category), however the Library will be reimbursed for insurance for most of that. After payment is received, the Library will likely be under budget.

President's Report:

- Rosemarie is still figuring out how to provide proof of payment on books. Chip Dahle will be at the Library on September 16th, so she will talk to him then. The outstanding amount awaiting payment (\$28K) represents half of the annual book budget.
- The Village BOT has approved the \$200K bond for the bathroom renovation project. Rosemarie worked with Fiona Matthew to prepare the bond proposal. Fiona's fee is \$2,500, so the total bond will be \$197,500.
- Carrier installed a new chiller sensor in June and sent a bill covering the cost of the sensor, diagnostics, and labor. (\$1,320)
- The July 8th storm caused leaks in the fiction, large print, and mysteries sections; and the skylight alcove flooded. A subsequent storm did additional damage, but those issues have been resolved. ServPro provided dehumidifiers for \$1600, which is half of their normal rate, plus \$120 setup/takedown charge. Two dehumidifiers were added the following week at an additional charge of \$1,600.
- Another leak was discovered in the Children's Room, due to a faulty A/C unit in a tenant's apartment. Angel believes this is related to the chilled water pipe.
- Rosemarie is working with the Village attorney to put WHG on notice regarding these ongoing and recurrent leak and water damage issues. John Warren has reviewed the damaged areas, including the Children's Room where the ceiling was open so that the pipes were visible.
- Discussion about notifying and working with WHG to resolve these issues in an effective and timely manner. The Village Attorney feels we should address these issues on our own. Costs of addressing issues in Common Element areas need to be evaluated in conjunction with Burnham, since they do not have a prevailing wage requirement. Rosemarie will review these issues with Chip Dahle on Thursday, after which she and Janice will talk to the Village Attorney to decide how to proceed.
- Sara notes that ***Rosemarie should find out the dollar amount over which the Prevailing Wage requirement begins.*** The Village Attorney should know.

President's Report (continued):

- The building A/C broke in August for over a week. The Library adjusted the hours to provide a break during the day when temperatures were over 90-degrees. Carrier wasn't able to get parts right away, so WHG brought in A/C units for tenants above.
- The Library had a delayed opening on September 2 due to staff not being able to get to work following Hurricane Ida. The tenant parking lot was flooded. There was water damage in the large print and mystery sections. Replacing these books will be expensive (~\$10K) due to the higher cost of large print books.
- Matt from ServPro came to monitor the damage in the large print/mystery areas. They will pull up additional carpet tiles where the plywood underneath is still wet. Servpro will continue to measure moisture levels and assess the extent of the damage. Swelling has been observed in some sections of plywood.
- Library staff are shifting books in the first three sets of bookcases in the large print and mysteries sections until all of these issues are resolved, to avoid further losses in the meantime.
- Discussion about whether FEMA might cover some of the damage. Rosemarie sent Brenda noting the additional damage that was found, and ***will follow up to see if any of the Library's losses can be added to the Village's FEMA request.***
- Sara notes that the United Way is giving grants to nonprofits and suggests ***looking into that as a possibility for the Library*** (www.uwwp.org/flooding-response-grant/). ***Rosemarie will ask Fiona Matthew (Village grant writer) if she can help find grants*** or if she only writes the proposals. Rosemarie can help search as well. Grants have to be significant to afford her fees, but maybe she can help find them.
- Rosemarie spoke to the owners of Moribito regarding the status of the bulb replacement job. They are not done with the job yet and aren't sure how close they are to being done. The Children's Room and Program Room are finished.

Director's report:

- Rosemary Clarke retired after more than 13 years of service. Details and a Library statement are forthcoming.
- Review of attendance and circulation statistics. Attendance was generally down from mid-July onward. Circulation stats are hard to compare because last year was only curbside. While some staff concerns about crowds have been noted, attendance has been good, and there have been no complaints about the mask policy.
- Magazine circulation has been doing well. Current issues are being circulated, which may be helping. Online magazine reading is recorded separately. Rosemarie notes there is not much of a discount offered through Ebsco, so she is thinking of having the staff manage subscriptions. ***She will talk to Patty about this*** to figure out if it makes sense.
- DVD circulation is down, but it's not clear why.
- IT charges have increased. She provided a link to show how the Library is being charged. Some services have been recently upgraded.
- Within a week, Rosemarie expects to hear from Tom Abinanti's office regarding the \$20K grant. The Library will use the grant money to install 3 germicidal UV lighting assemblies in 3 of the air handler units. The Department of Education is reviewing the Library's application. ***She will reach out to Tom Abinanti's assistant*** if there's still no word after a week.

Art Exhibitions Update:

- September's exhibit is "40 Years of Abstraction" by Lea Carmichael.

Other issues:

- Laura signed the grant application for the bathroom construction project. The need to authenticate the application was completed in accordance with regulations. The Board approved the application. **Rosemarie will forward this information** to WLS.
- The Board approved two new hires: Emily Seidner, Library Clerk, at \$18.26/hr. effective 9/21/21; and Valerie Cerami, Page, at \$10.82/hr. effective 8/4/21.
- Rosemarie can set up email addresses for Library Board members. **Laura will ask Larry** if Board members are allowed to use personal emails.
- The next Board meeting will take place on Monday, October 11. Most likely, the meeting will be held virtually. However, if it is in person, the meeting will be delayed as the 11th is Columbus Day, when the Library is closed.