

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
DECEMBER 9, 2009**

Larchmont Public Library Board of Trustees met on December 9, 2009 at 6:30 PM. Present were Board Chair Miriam Curnin; Trustees David Birch, Pamela Dubitsky, Maureen LeBlanc, Joan Macfarlane, John McGarr, and Carolyn Parlato; Village of Larchmont Liaison Marlene Kolbert; Friends of the Library Liaison Harriet Kline and Library Director Diane Courtney. The Board welcomed Village Trustee Josh Mandell.

The Board reviewed the minutes of the Board meetings of November 4 and December 3 upon motion of Trustee Parlato seconded by Trustee Birch. The minutes of the Board meeting of November were approved as amended and the minutes of December 3 were approved as presented.

The schedules of bills dated December 1 and December 9 were reviewed and unanimously approved by the Board upon motion of Trustee Dubitsky, seconded by Trustee LeBlanc after a short discussion. The Board received the performance report dated December 1, 2009.

The outstanding item for the Children's Room renovation contract was the alternate GC-3, the flooring of the lobby. Trustees Dubitsky and LeBlanc reported on their trip to Porcelanosa and produced samples of the Ferro Caldera and Ferroker Caldera that the Board is considering in lieu of vinyl. The first, a 13x13 inch tile, is the item called for in the alternate. However, the tile the Board had originally chosen was the Ferroker Caldera V56217031G-112, which is both larger (17"x26") and more durable than Ferro. Calgi had contacted the GC about substituting the Ferroker Caldera, and the contractor had supplied pricing, which the Board received. The durability of the flooring, as well as the improved appearance of the lobbies was discussed at length. Trustee Birch pointed out that durability is a major consideration, and Trustee Parlato pointed out that since so much of the funding collected is being spent on infrastructure items that will not be apparent, this upgrade may be wise. Board Chair Curnin reminded everyone of all the items that had been cut from the project—and the lobbies themselves made smaller—and felt that the tiles would make a statement. A factory-applied anti-slip coating is available at an additional cost; the Board agreed that this is highly desirable. After a discussion of funding and further discussion about the value of the floor, Trustee McGarr made the following resolution, seconded by Trustee Parlato:

Resolved: to approve the installation of Porcelanosa tile Ferriko Caldera with factory-installed anti-slip coating for both lobbies (rooms 102,104,148, 202,204,205 and 206) at a cost not to exceed \$24,0000.

Further, the addition of the anti-slip coating is based on a life expectancy of not less than five (5) years.)

The motion passed unanimously.

Since the discussion about the flooring had touched upon the financing of the project, including anticipated grants, of which the CCAP grant received through Assemblyman Latimer's office is one. Trustee Dubitsky made the following resolution:

Resolved: that the Larchmont Public Library shall enter into a Grant Disbursement Agreement with the Dormitory Authority of the State of New York under the Community Capital Assistance Program to receive \$125,000 funding for the renovation and purchase of furniture and equipment for the Children's Room, and the Library Director is authorized and directed to execute and deliver the Agreement to the Dormitory Authority, and

It is further Resolved, that any and all steps taken to date by the Library Director in connection with the execution and delivery of the Agreement are hereby authorized and ratified.

The motion was seconded by Trustee McGarr and passed unanimously.

The Director updated the Board on the status of other outstanding grants for the Children's Room renovation project and distributed a summary of the funds in hand for the project and the anticipated costs. The Board discussed these at length.

The testing of materials is the owner's responsibility. The Board received a summary of responses to the RFP for the testing of materials. Eight firms responded. It was the recommendation of Calgi Construction Management Inc. that Test-Con Inc. be awarded the contract. Pricing was provided based on various tests, inspection costs per day (and half day): number of tests and inspections required will be dependent on job conditions and cannot be determined at this time. Trustee Macfarlane made the following resolution, which was seconded by John McGarr:

Resolved: to accept Calgi's recommendation to award the testing contract to Test-Con Inc. for testing and inspections of steel, concrete, etc. as necessary for an amount not to exceed \$12,000.

The motion passed unanimously.

Friends of the Larchmont Public Library Liaison Harriet Kline reported that the Friends had met on November 10 and accomplished a number of things including these:

- Approval of a two-year pilot project for a cost not to exceed \$2,000 per year to purchase museum passes which will be circulated by the Library.
- Approval of co-funding (with the Library) *Constant Contact*, a program that will allow the Library and the Friends to send-mail notices, bulletins and blasts to their members.
- Initiation of a new Friends' Board member, Wendy Raso to replace Leah Epstein, who has resigned.

Ms. Kline also noted that program plans for the New Year are well underway, with two programs planned in January (10th and 31st) and one on April 25th. The Director noted that there may be a free alternate to *Constant Contact*, thanks to a local resident. A meeting to explore this is scheduled within the week.

The Board received a draft of the document "*Major Repairs Calendar Years 2010-2019, (Items Not in Operating Budget.)*" It had been the Library's practice to revise this document annually, although it has not been updated in the last two years, largely due to the Children's Room project. The fire alarm project, which is progressing well, was discussed. Once that is

completed, the next non-Children's Room project will be the replacement of the carpeting on the main floor. Both ramps also need new flooring; neither is included in the Children's Room project. A brief discussion about financing these projects ensued.

The meeting was adjourned at 8:40 PM.

The next regular meeting of the Board will be 6:30 PM on January 13, 2010. Happy Holidays to all!

Respectfully submitted,

Diane Courtney
Library Director