

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 4, 2011**

The Larchmont Public Library Board of Trustees met on May 4 at 6:30 PM. Present were Board Chair Pamela Dubitsky, Trustees David Birch, Jennifer Jordan Conley, Lauren Gottfried, Maureen LeBlanc, Joan Macfarlane, John McGarr; Friends of the Library Liaison, Fred Baron; Assistant Library Director June Hesler and Library Director Diane Courtney. Mayor Josh Mandell and immediate past Board Chair Miriam Curnin joined the group for the presentation of proclamations and thanks to Trustees Birch and Macfarlane, both of whom will be leaving the Board at the end of May.

After a brief reception the meeting was called to order at 6:55 PM.

The minutes of the Board meeting of April 13 were unanimously approved as amended upon motion of Joan Macfarlane, seconded by Lauren Gottfried.

The schedules of bills dated 5/4/11 were unanimously approved upon motion of John McGarr, seconded by Maureen LeBlanc. The Board received the performance report dated 5/04/11.

It was agreed that, commencing in June, paper mailings to the Board will be discontinued and all members will receive materials by e-mail instead.

Fred Baron reported that the Friends had held their annual meeting the evening before and elected the new slate of officers. Board Chair Dubitsky also attended the meeting. Mr. Baron noted that there will be no meetings or programs until September. He also mentioned that some of the members of the Friends had asked about repairs to the columns and were treated to a lengthy recap of the problems and investigations being conducted by the Library Board.

Maureen Moriarty and Iven Taub have been appointed to the Board effective June 1. They will represent the Village and Town, respectively.

The Director confirmed her retirement date, June 30, 2011. She asked the Finance Committee to meet with her in early June to review the financials of the Children's Room Renovation project. There was a brief discussion of outstanding items relating to the project.

The Board received an email from Alvin Baron praising Rebecca Eller and the Children's Room programs, and congratulated Ms. Eller.

The Board then discussed the façade project. Engineer Kevin Miley had met with several board members to explain the process, who then requested a revised proposal that would encompass only the exploratory phase of the work. The Board received this revision for the amount of

\$3,600 of which \$2,000 would be credited back if work then proceeded in accord with the earlier proposal. Upon motion of Jennifer Conley, seconded by John McGarr, the Board unanimously voted to accept Kevin Miley's proposal for \$3,600.

The Board next considered Calgi Construction's proposal for preconstruction work. His response to a similar request to separate the exploratory work from other elements, e.g., budgeting, was unclear and may have been missing an attachment. However, since the e-mail had arrived minutes before the Board meeting, there had been no time to seek clarification. After much discussion, the Board instructed the Library Director to return to Calgi seeking a proposal for only the exploratory piece of the work and authorized her to accept a proposal if said proposal did not exceed \$2,500.

Bids for the Boiler Replacement Project were opened May 2. Board Chair Dubitsky was in attendance at the meeting, and noted that six bids were received and ranged from \$97,650 to \$192,000. Calgi Construction had vetted the companies, checking references and bonding companies, and the Board received their letter of recommendation that the work be awarded to Sundance Energy d/b/a Markley Mechanical for the amount of \$97,650. Further, the Board accepted alternate HC-2 for 2 year maintenance for the sum of \$2,800 pending clarification from the engineer about dovetailing this with the maintenance already built into the primary specifications. (Even with the addition of the alternate, Marley remained the lowest bidder.) Upon motion of David Birch, seconded by Joan Macfarlane, the motion to award the work to Marley Mechanical passed unanimously.

The petition to change the charter was tabled after some discussion about the meaning of the revised language.

Assistant Director Hesler presented a list of equipment surplus to the needs of the Library whose value is \$0 and answered questions about the library's recycling practices of this e-waste. Upon motion of Lauren Gottfried, seconded by Jennifer Conley, the Board voted unanimously to discard these eight items.

The Board noted that it is planning to host an open-house reception to celebrate Library Director Courtney's contributions to the community on June 7, 2011

The Board then adjourned into Executive session to discuss personnel issues at 8:45 PM. The Board reconvened at 10:00 PM.

Motion was made by John McGarr, seconded by Joan Macfarlan, to authorize Board Chair Dubitsky to use up to \$5,000 in funds from the Special Library Project Board-restricted fund for the June 7 event.

The meeting adjourned at 10:10 PM. The next regularly scheduled meeting of the Board will be June 8, 2011.

Respectfully submitted,

Diane Courtney
Library Director