

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
NOVEMBER 9, 2011**

The Larchmont Public Library Board of Trustees met on November 9 at 6:30 PM. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Jordan Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, and Iven Taub; Village Liaison Marlene Kolbert; Friends of the Library Liaison Fred Baron; Library Acting Director, June Hesler.

The meeting was called to order at 6:35 PM.

The minutes of the Board meeting of 10/12/11 were unanimously approved as presented upon motion of John McGarr, seconded by Iven Taub.

**Friends of the Larchmont Public Library Liaison Report**

As there had not been a Friends' meeting since the last library board meeting, Fred Baron did not have any news to report.

**Committee Reports**

**Budget and Finance Committee:** Board Chair Dubitsky and Trustee LeBlanc had attended a tax cap meeting at the Westchester Library System earlier in the day.

Trustee LeBlanc confirmed that the Capital accounts had been consolidated and that the \$250,000 had been moved to the Capital Fund. The new gift accounts had not yet been created.

The committee will meet on November 16 to begin preparation of the budget for FY 2013.

**Buildings and Grounds Committee:** Trustee Gottfried reported the following:

*Windows*

Pella Window installers and Titan Construction had been to the library to work on the problem windows.

*Work completed*

The boiler project was complete as was the application of the non-skid material to the Children's Room lobbies.

*Elevator contract*

Schindler was awarded a one year contract to maintain the library's two elevators.

*Fire Alarm System*

John O'Malley was seeking proposals for the fire alarm system. The question was posed as to who the Village uses. Open Systems is the company.

**Library Director Selection Committee:** The civil service list had been requested and canvas letters sent. Responses are due by November 16.

**Finance/Schedule of bills**

The schedules of bills dated 11/01/11 were unanimously approved contingent upon confirming bill to Duncan Industries. Motion was made by Lauren Gottfried, seconded by Jennifer Conley. The Board received the performance report dated 11/01/11. Trustee LeBlanc stated that the entries for the health insurance and gifts were to be corrected on the next report.

### **Acting Director's Report**

Acting Director Hesler reported that she had attended a workshop at the Westchester Library System on a further explanation of the Westlynx IT fees and how the amount charged to each library was determined. One troubling area is the debit/credit amount as determined by the number of items either lent (credit) or borrowed (debit). As our library had borrowed 20,416 items more than the library lent, we had a \$7,146 debit. Trustees Gottfried and McGarr were appointed to attend a Westchester Library Board meeting and make the Board's dissatisfaction known concerning this.

The new adult circulation desk, in honor of Diane Courtney, is to be installed on November 22 with a ribbon cutting ceremony on December 1.

The Board approved closing the library on April 8, 2012 (Easter Sunday) and May 13, 2012 (Mother's Day) as has been the previous practice.

The Board convened into Executive Session at 8:08 PM to discuss the library director position and reconvened at 8:55 PM at which time the meeting adjourned. The next regularly scheduled meeting of the Board will be December 14, 2011.

Respectfully Submitted,

June Hesler  
Acting Library Director