

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
FEBRUARY 11, 2009**

The Larchmont Public Library Board of Trustees met on at February 11, 2009 at 6:30 PM. Present were Board Chair Miriam Curnin, Trustees David Birch, Pamela Tillinghast Dubitsky, Joan Macfarlane, Maureen LeBlanc, Carolyn Parlato and John McGarr; Town of Mamaroneck Liaison Valerie O’Keeffe; Village of Larchmont Liaison Richard Ward; Friends of LPL Liaison Harriet Kline; and Library Director Diane Courtney. The minutes of the Board meeting of January 14, 2009 were approved as amended unanimously upon motion of Joan Macfarlane, , seconded by David Birch The minutes of the Board meeting of January 16, 2009 were approved as amended unanimously upon motion of Carolyn Parlato, seconded by Pamela Tillinghast Dubitsky.

The schedules of bills dated February 5, 2009 and February 11, 2009 were unanimously approved upon motion by Maureen LeBlanc, seconded by Joan Macfarlane.

Ms. Kline reported that the concert by the Watanabe brothers and friends attracted a standing-room only house. Many other outstanding programs are planned for this spring and will be listed in the upcoming newsletter as well as in flyers. The Friends will hold their annual meeting, as is their custom, in May at which time new officers will be selected.

The Board then welcomed Village Treasurer Denis Brucciani and invited his comments on the preliminary draft budget for 2009-2010. The Treasurer explained that he and the Director had met to review the Library’s budget. He also discussed the insurance costs, which he recommended be reduced by \$600 in this year’s budget, explaining that he is seeking lower costs by offsetting deductibles. He added that the Village is seeking a 5% savings from all vendors with which it does business. He noted that he is still seeking further information on the retirement system costs for 2010; the amount used reflects the actual 2009 costs of 7% which may be inadequate for the LPL budget which runs, as the Village does, on a June-May fiscal year. The other large unknown for the second half of the fiscal year is health insurance. Otherwise, he is comfortable with the budget as presented.

The discussion then centered on costs for the Children’s Room renovation. Mr. Brucciani noted that the Village and Town have both finalized borrowing of the total they had

agreed on: \$1,022,000. Town Supervisor O’Keeffe asked what the Library’s plans are if there is a cost overrun. Board Chair Curnin replied that the Library Board had promised not to return to the Village and Town if that occurred and would instead seek to use part of the Library’s existing fund balance. Supervisor O’Keeffe said that she is fine with that plan but cautioned that the fund balance should never be exhausted: it’s her belief that the physical plant of the Library makes a fund balance vital. Mr. Brucciani noted that there is approximately \$44,000 left from HVAC project, which he believes can be used for the Children’s Room renovation project. He will check both board resolutions and consult with the Village Attorney to ascertain that this is so. Should the resolutions have limited the funds to HVAC work, the Board reminded Mr. Brucciani that there will be HVAC work in the Children’s Room and Village Center as part of this project.

Mr. Brucciani and the Board reviewed the fundraising results for Children’s Room Renovation and the Board then received a current list of expenses paid to date prepared by Linda Ronaghan, Assistant to the Director.

The Board thanked Mr. Brucciani for his assistance.

The Board then received and reviewed the draft budget letter to the Town and Village Boards.

The Director noted that there will be special Board meetings on February 13 and 27<sup>th</sup>. Library Interiors will attend the latter.

The Director then described the performance of WB Engineering, which has consistently submitted sloppy work and missed deadlines. The sloppiness of the work, were we to use such documents in public bid, would necessitate costly and delaying change orders. Board Chair Curnin described a meeting she had attended, in which WB made promises that were not fulfilled, and another meeting with a possible replacement firm. After discussion, the Board agreed that dismissing WB seems the only feasible route to achieving biddable documents and staying within the budget and time frame. The Board requested that the Director prepare a letter to WB informing them of the Board’s decision and consult the Village Attorney before sending it.

Village Trustee Richard Ward noted that, effective April 1, 2009, Marlene Kolbert will become the Village Liaison to the Library Board. He said that he had enjoyed his service to the Library, but his business too often conflicts with the Library’s meetings. The Board thanked Mr. Ward for his service and diligence.

The Board adjourned to Executive Session at 8:25 to discuss personnel issues and reconvened at 8:30, at which time the Board meeting was adjourned. The next regularly scheduled meeting of the Board will be March 11, 2009.

Respectfully submitted,

Diane Courtney  
Library Director