

LARCHMONT PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING
JUNE 23, 2009

The Larchmont Public Library Board of Trustees Subcommittee met on June 23, 2009 at 9:30 AM. Present were Board Chair Miriam Curnin, Trustees Pamela Dubitsky, Maureen Le Blanc, John McGarr and Carolyn Parlato, and Library Director Diane Courtney.

The Board immediately adjourned to Executive Session to discuss personnel issues. During that session it unanimously voted to instruct the Library's labor attorney to petition PERB to treat the confidential position of Assistant Library Director as exempt from participation in the union.

Executive Session ended at 9:45 AM, at which time the regular Board meeting convened.

The Board received the schedules of bills dated June 22, 2009 and, upon motion of Carolyn Parlato, seconded by John McGarr, voted unanimously to approve payment of the bills as presented.

The Board received the performance report dated June 22 with the caveat that this is not the final performance report for FY 2009 as the Village has not yet effected all transfers.

The Board reviewed the recommendations of Calgi Construction regarding the bids for the new electrical service. After performing due diligence checks on the three lowest bidders, Calgi's recommendation was to accept the low bid of \$57,777.77 submitted by Naber Electric pending satisfactory submission of the OCP. (Clarification of the named insured was requested from Village Treasurer Brucciani, who has referred it to the Village Attorney; his response is pending.) Upon motion of Carolyn Parlato, seconded by Maureen LeBlanc, the Board unanimously awarded the contract to Naber Electric and authorized Board Chair Curnin to sign the contract.

The Board reviewed the revised proposal from Calgi Construction Company for construction management services for the renovation of the Children's Room/Village Center work for the amount of \$229, 630.87. Upon motion of John McGarr, seconded by Pamela Dubitsky, the proposal was unanimously accepted after a brief discussion.

Werner Tietjen, Electrical Engineer, had submitted a proposal for creating specification for a new fire alarm system that would replace the system in the main building as well as in the renovations. This is outside the scope of work he is performing for the renovations, although coordination is of paramount importance. Tietjen had also supplied a satisfactory timeline. Upon motion of John McGarr, seconded by Maureen LeBlanc, the Board voted to accept this proposal for \$8,000.

The Board designated temporary signatory authority for bill payment during the summer, if necessary as follows: Board Chair Curnin, and Trustees McGarr, Parlato Dubitsky and LeBlanc. In keeping with past practice, any bill thus treated will be subject to ratification at the next Board meeting.

Architect Richard Hein joined the meeting at 11:05 AM. He reported that he had met with structural engineer Kevin Miley on Friday, and they had devised an awning supported by columns and a steel framework. This is not in the latest estimate provided by David Chen, so the group decided unanimously to include both the awning and the outside egress stairs as deduct alternates.

The window seat will be left in the plans.

For budgetary reasons stucco with windows will be used for the lobby. Mr. Hein will provide copies of the drawings of the exterior of the lobby so the group can determine colors. The staircase variance will be studied in a meeting to be held on July 2. Mr. Hein must provide egress drawings, so he was authorized to use 8-10 hours of his associate's time and up to two hours of his own for this.

The group decided that every other window in the center-row of the bumpouts should be openable; above the window seat, the top row will be openable. All openable windows will have screens. For the first floor in Tech, every other window in the top row will be openable; in the Village Center the end windows of the top row will be openable. Safety and security were critical concerns in making these decisions.

The group stressed to Mr. Hein that this is the final design.

The construction drawings timetable was discussed. Mr. Hein promised to get drawings to Kevin Miley and Werner Tietjen by the next day. The specifier is already at work.

Completed documents are targeted to be finished by August 24, although the group pressed him for an even earlier deadline, e.g., August 10. Board Chair Curnin will speak with the Village Attorney's office about having the boilerplate ready to go, so that there is no delay in going out to bid. The meeting adjourned at 12:40 PM.

The Board Subcommittee will meet on July 7 at 9:30 AM and, if a meeting of the full board is necessary, will meet on July 15 at 6:30 PM.

Respectfully submitted,

Diane Courtney
Library Director