

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
JULY 28, 2009**

Larchmont Public Library Board of Trustees Subcommittee met on July 28, 2009 at 11:00 AM. Present were Board Chair Miriam Curnin, Trustees Pamela Dubitsky, Maureen Le Blanc, Joan Macfarlane, Carolyn Parlato, and Library Director Diane Courtney. A brief discussion of the CCAP grant for \$125,000 procured under the aegis of Assemblyman Latimer ensued. It was noted that this grant is in addition to the CCAP grant for \$100,000 that had previously been applied for and which had been sponsored by State Senator Oppenheimer. Carolyn Parlato made the following resolution, which was seconded by Joan Macfarlane:

*"Resolved, that the Library shall enter into an additional Grant Disbursement Agreement with the Dormitory Authority of the State of New York under the Community Capital Assistance Program to receive an additional \$125,000 funds 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 passed unanimously. It was noted that a separate Opinion of Counsel will be required for this grant.

The Board then welcomed architect Richard Hein; Dominic Calgi and David Chen from Calgi Construction; and Bill Devine and Mari Mitarotonda from Library Interiors. Hein and Calgi discussed some of the details that have been added, including methods to drain the roofs. They also noted that the Library needs to employ a roofing consultant to ascertain the state of the parapet and any repairs necessary, and that this work should be a separate contract. The Board agreed.

The walkway leading to the Village Center entrance and the handicapped ramp will be brushed concrete. The pathway to the children's room lobby shall match the existing; a course of soldier bricks will solve the problem of the necessary curves.

One major question yet to be determined will be the timing of the Technical Services ceiling demolition, and the phasing of the split system HVAC. The need to minimize the time that this space is unusable was again stressed. Dominic will speak with Werner Tietjen to ascertain how much can be accomplished to phase in the HVAC.

Flooring finishes and allowances were discussed. At this time the Board has chosen the carpet for the main Children's Room and Activity room, and those details were provided. Yet to be selected is the vinyl for the crafts portion of the Activity Room and flooring in other areas. It was also agreed that the specs should include cove base, and that the entire floor will need to be flash patched. The village Center floor is to remain, and specifications will have a clause about protecting the floor and patch to match. Dominic also plans to have a tile from the Village Center tested for asbestos in the mastic.

After a discussion about the ramp, new floor covering for which was not in the basic estimate, it was agreed to spec the ramp/elevator lobby flooring as an add alternate. Flooring is to match the tile and coving used on the 3<sup>rd</sup> floor; Diane will get details.

Bill Devine will suggest Maxon with attached furniture for the office, and understands that we are looking for 7' height with windows above the bookcase level and a functioning wooden door.

Architect Hein has specified an Azek fascia for the lobby to the Children's Room, and appropriate signage and lighting were discussed. Bill Devine will propose possibilities.

The Board examined glass color samples and chose two blues: Azuria and Blue 2000, both by Old Castle Glass.

In response to a question about lighting, Diane noted that the lighting representative is available next week and offered three dates. The Board chose Tuesday, August 3 at 9:30 AM.

Bill Devine recapped furniture and wall color decisions made at previous meetings. After that, the issue of shelving arose. In response to questions about periodical shelving, he suggested the use of a slotted end panel/periodical unit; Diane will send him quantity of periodical titles. He suggested two changes to the shelving layout which would result in additional shelving; the Board approved both. Bill will verify window heights of the activity room with architect Hein, who had already left by this time, and will then send new floor layout to Diane so that the changes can be approved by structural engineer Kevin Miley.

The window seat will have storage beneath. There is some question about the spaces surrounding the seat; although they would be valuable as closets, they may be necessary for ductwork. Once that determination is made by Werner Tietjen, a final decision will be made about the swing of the doors and the extent of storage.

In response to a request from the Board not to overlook the whispering tubes, Bill Devine promised a proposal. He and Mari also made suggestions about the treatment of the existing staircase and will attempt to get painting specifications since the existing finish is a concern. By the next meeting he will supply a revised floor plan and revised proposal.

Still to be determined; flooring, ceramic tile for bathroom, plumbing fixtures, hardware, color of elevator tower, treatment of window facing parking lot, colors for lower lobby and staircase.

The meeting ended at 2:05 PM. The next meeting of the Board will be August 4 at 9:30 AM.

Respectfully submitted,

Diane Courtney  
Library Director