

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
SEPTEMBER 30, 2009**

Larchmont Public Library Board of Trustees Subcommittee met on September 30, 2009 at 6:30 PM. Present were Trustees David Birch, Pamela Dubitsky, Maureen LeBlanc, Joan Macfarlane, John McGarr, Carolyn Parlato and Library Director Diane Courtney.

Trustee Birch called the meeting to order at 6:35 PM. The Board reviewed the eight proposals received for the new fire alarm system. These proposals ranged from a low bid of \$116,100 to a high bid of \$261,900. Calgi Construction had been retained to do the due diligence work on the bidders and the Board received and reviewed Calgi's report on the bidders, including the summaries of references and analyses of the bonding companies used, along with Calgi's recommendation that the bid be awarded to the lowest bidder, RLJ Electric Corp. Upon motion of Trustee Parlato, seconded by Trustee Le Blanc, the Board unanimously passed a motion accepting the lowest bid and authorizing the Library Director to enter into contract with RLJ Electric for the new fire alarm system for the amount \$116,100.

The Director then reviewed the library building capital projects account (a.k.a. "97-3") which currently has a balance of \$116,300. Besides the fire alarm system base bid, there are other costs associated with the project: engineering, Calgi's services, legal fees for specifications review and, of course, the possibility of change orders occurring during the project. (The rule of thumb for most projects is that change orders average 13%.) In addition, the carpeting on the main floor (which dates from 1996) must be attended to; in some areas it is so worn that it presents trip hazards. Since installation of the new fire alarm project, completion of which is anticipated by early January, will be messy, an RFP for new carpeting should be prepared so that the selected vendor is ready to begin re-carpeting work immediately upon completion of the fire alarm project. The Director also mentioned that the glycol pump will require repair or replacement: the cost of this is not yet known. After further discussion Trustee McGarr made the following motion: "Resolved, that \$100,000 be moved from the Library Surplus into the 97-3 account for the projects planned for the library: fire alarm system and ancillary expenses, new carpeting and unanticipated capital needs." The motion was seconded by Trustee Macfarlane and passed unanimously.

The Board received the schedules of bills dated September 28 and September 30. After discussion and review, the Board voted unanimously to approve payment of all bills upon motion of Trustee LeBlanc, seconded by Trustee Parlato.

The meeting was adjourned at 7:40 PM.

The next meeting of the Board will be 6:30 PM on October 14. The Board was reminded that the November meeting will be held on the 4th of November due to the Veteran's Day holiday and that the WLS Annual Meeting is November 12.

Respectfully submitted,

Diane Courtney
Library Director