

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 12, 2010**

Larchmont Public Library Board of Trustees met on at May 12, 6:30 PM. Present were Board Chair Miriam Curnin; Trustees David Birch, Pamela Dubitsky, John McGarr, Maureen LeBlanc, and Joan Macfarlane; Village of Larchmont Liaison Marlene Kolbert; and Library Director Diane Courtney.

The meeting began with an inspection of the ongoing construction for the renovation of the Children's Library. Village Superintendent of Buildings John O'Malley joined the group and answered questions about the project. The Board was pleased with both the design and the progress.

The Board reviewed the minutes of the Board meeting of April 14, 2010. Upon motion of Trustee Birch seconded by Trustee McGarr, the minutes were unanimously approved as presented.

Mrs. Kolbert presented the Report from the Friends of the Larchmont Public Library. The Friends held their annual meeting the previous evening, May 11. Five new Board members were elected; the officers will remain the same. The Friends allocated a gift of \$2,500 to the Library for Children's programs July 1—December 31, 2010, with the understanding that the bulk of the funds will be used for opening festivities. In addition, the Friends allocated \$4,000 for children's programs for calendar year 2011 and extended their support of the museum pass program for calendar year 2011. The Board thanked the Friends for their ongoing support and generosity. In her role as Village Trustee, Mrs. Kolbert thanked both the Library and the Friends for their participation in the Sustainability Expo on April 24, which was a phenomenal success.

The schedules of bills dated May 5, 2010 and May 12, 2010 were reviewed and unanimously approved by the Board upon motion of Trustee Macfarlane, seconded by Trustee McGarr. The Board received the performance report dated May 5, 2010.

The Director enumerated building maintenance issues that are unrelated to the renovation of the Children's Room. These include painting the front columns; new flooring for both staircases, re-carpeting the main floor, and re-flooring the ramp to the Children's Room including the new doorway at the top of the ramp. After a brief discussion, it was the opinion of the Board that all these projects are necessary and should be completed as soon as possible. The Board asked the Director to proceed to get estimates for the work involved in accordance with the Library's standard purchasing procedures.

The Director reported that she and three staff members had seen the Sentry Self-Check system demonstrated at the Library, and were very enthusiastic about it. The cost for the customized unit is \$12,495. While self-check had been in the plans for the Children's Room renovation from the start, the Director suggested that one be purchased and mounted at the adult circ desk in June to give the staff and public time to acclimate to it. After discussion, it was agreed that relocating the unit to the Children's Room would be a disservice to the public. After a discussion of the finances involved, Trustee McGarr made the motion that the Library purchase two self-check units, albeit sequentially, so that the second would be bought when the Children's Room opens. The motion was seconded by Trustee Macfarlane and approved unanimously.

The Director updated the Board on the condition of Library Clerk Janice Casale, who fell at home on April 25 and suffered a fractured tibia. The Board expressed its wishes for her speedy recovery.

The Library has received a letter from Lisa Areford, Division of Library Development (DLD), State Education Department, alleging that the charter of the Larchmont Public Library is unclear. After phone calls and e-mails, the Director determined that our 1926 charter (which the Board then examined,) states that the Library is "located in the village of Larchmont." This was the standard charter language when the Library was organized. Now, however, DLD wants the charter to read "serves the residents of" This will require a charter amendment and a fee. Ms. Areford agreed that this matter can wait until the Children's Room renovation is completed.

The Board received a letter from Fred A. Cooper, a relatively new resident who wrote a letter praising the Library and its staff. The letter read, in part:

The entire staff is absolutely wonderful in every way....My special thanks to Liam Hegarty, Becky Eller, June Hesler, Frank Connelly, Paul Doherty and Brian Donnelly."

The Board congratulated the staff and those staff members named in particular.

Trustee Birch moved the following resolution, which was seconded by Trustee LeBlanc:

Resolved, that the Library shall apply for Federal assistance for an Economic Development Initiative, --Special Project, Neighborhood Initiative and Miscellaneous Grants, EDI-SP, in the amount of \$175,000 for the renovation of the Larchmont Public Library. The Library Director is authorized and directed to execute and deliver the requisite certifications, assurances and application to the U.S. Department of Housing and Urban Development for this grant.

It is further Resolved, that any and all steps taken to date by the Library Director in connection with the execution and delivery of this grant are hereby authorized and ratified.

In addition, the Library Board of Trustees certifies that:

- 1) it has the legal authority to apply for Federal assistance and the institutional, managerial and financial capacity (including funds to pay for any non federal share of program costs) to plan, manage, and complete the program as described in the application,*
- 2) it will provide HUD any additional information it may require,*
- 3) it will administer the award in compliance with requirements identified and contained in the application kit and in accordance with requirements applicable to the program.*

The motion passed unanimously.

The Board adjourned to Executive Session at 8:50 PM and reconvened at 9:00 PM.

The meeting adjourned at 9:10 PM. The next regularly scheduled meeting of the Board will be June 9, 2010 at 6:30 PM.

Respectfully submitted,

Diane Courtney
Library Director