

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
JUNE 8, 2011**

The Larchmont Public Library Board of Trustees met on June 8, at 6:30 pm. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Jordan Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, Maureen Moriarty and Iven Taub, Library Director, Diane Courtney and Assistant Library Director, June Hesler.

The meeting was called to order at 6:42 PM.

Chair Dubitsky welcomed new trustees Maureen Moriarty and Iven Taub.

The minutes of the Board meeting of May 4 were unanimously approved upon a motion by John McGarr and seconded by Lauren Gottfried.

Diane Courtney presented two lists of bills, one for the fiscal year 2011 and one for the new fiscal year 2012. Iven Taub asked for an explanation of all bills \$500 or more which Diane Courtney provided. After some discussion, a motion to approve the bills, made by Lauren Gottfried and seconded by Jennifer Jordan Conley, passed unanimously.

The Board received and reviewed the performance report dated 5/31/11 with the understanding that it was not the final report for fiscal year 2011; that report is expected in late July. The Board then received the performance report of 6/8/11, the first report of the new fiscal year.

Diane Courtney thanked the Board for the Open House celebration held in her honor on June 7.

Diane Courtney then addressed a number of building and maintenance projects:

- On June 14, the library's catalog and circulation system will be down for maintenance and on the same day the chiller pump is to be installed. The pump replacement will result in no air conditioning in the adult section of the library.
- Pella Window came to repair some of the faulty windows but, inexplicably, decided that the repair agreed upon (and seemingly successful in those windows on which it was tried) was not the correct course of action. Titan Construction Group is in contact with Pella to address this issue.
- RLJ, the contractor working on the fire system, is still not done because MEP Engineer David Muratore still had some minor issues and so has not signed off on the job. Engineer's approval is needed for project to be considered finished and RLJ paid. The final invoice will be paid to RLJ once the engineer's approval is received.
- Boiler replacement project: A contract has been signed with Sundance d/b/a Markley Mechanical. A preconstruction meeting is scheduled next week. John O'Malley will be overseeing this project. The contract establishes August 26 is the date by which the project must be completed.
- Façade project: The front columns were tested on June 3 and a report is to come from

engineer Kevin Miley. The columns committee will review the report when it has been received. Calgi Construction will be needed for estimates and boilerplate specifications. Miley will create the specifications.

- Children's Room donor plaque: We are awaiting a final proof from Signs Plus. All signage, including stack end signs, are not yet up.

The Board Finance Committee agreed to meet on June 9 to discuss a preliminary 2012-2013 budget.

At 8:03 PM Maureen LeBlanc made a motion, seconded by Jennifer Jordan Conley, to enter into executive session to discuss a personnel issue. The Board reconvened at 8:15 PM.

A motion was made by John McGarr and seconded by Lauren Gottfried to resolve that the Board appoint June Hesler as Acting Director as of July 1, 2011, establishing a stipend for the extra responsibilities. The Board voted unanimously to appoint June Hesler as acting director and expressed its confidence in her.

Jennifer Jordan Conley made a motion seconded by Maureen LeBlanc, to vote upon and the following resolution which was then passed unanimously:

Resolved, that the Board of Trustees, in recognition of all that Diane Courtney has done for our library and our community, shall purchase a new adult circulation desk, for a price not to exceed \$50,000, and shall dedicate such desk in honor of Diane Courtney, who is retiring after serving for sixteen years as the Director of the Larchmont Public Library. The Board shall pay for the new adult circulation desk with (1) funds from the Board Restricted Trust Fund for Special Library Projects, (2) a \$5,000 donation from the Friends of the Library, and (3) donations from members of the community.

June Hesler presented a list of one item of equipment surplus to with value of \$0. Upon a motion by Jennifer Jordan Conley and seconded by Maureen Moriarty, the Board voted unanimously to discard this item.

The Library Board presented to Diane Courtney a proclamation recognizing her many accomplishments and her years of service to the library.

The meeting adjourned at 8:37 PM. The next meeting of the Board will be held on July 13, 2011.

Respectfully submitted,
June Hesler
Assistant Director