

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
DECEMBER 14, 2011**

The Larchmont Public Library Board of Trustees met on December 14, at 6:30 PM. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, Maureen Moriarty and Iven Taub; Village Liaison Marlene Kolbert; Friends of the Library Liaison Fred Baron; and Library Acting Director, June Hesler.

The meeting was called to order at 6:40 PM.

The minutes of the Board meeting of 11/9/11 were unanimously approved as presented upon motion of Trustee Gottfried, seconded by Trustee LeBlanc.

Friends of the Larchmont Public Library Liaison Report

Fred Baron reported that the Friends had made two donations to the library to support the Museum pass program (\$750 for the American Museum of Natural History) and an additional \$5000 for Children's programming. The Friends' consensus is that they will focus on underwriting programs.

Committee Reports

Budget and Finance: Trustee McGarr reported that the committee had met with Denis Brucciani, Village Treasurer. The committee asked him for the employee benefit numbers in order to continue work on the FY 2013 library budget. Mr. Brucciani told the committee that the various new accounts requested by the Board are in the process of being set up; the next performance report should reflect the transfer of monies to these new accounts.

Buildings and Grounds: Trustee Gottfried reported the following:

Windows - Although there had been no leaks, Pella has not been responsive concerning the nine upside-down windows. It was agreed that Titan Construction's retainage will continued to be held until this problem is resolved.

Children's Room Security System - Open Systems has installed the wiring. We are waiting for the equipment.

Fire Alarm System - Open Systems was awarded a limited maintenance contract.

Façade - Bid documents are being reviewed. The request for bids will be published on January 3, 2012.

Roof - Superintendent John O'Malley had presented to the committee three options concerning the 1926/1944 sections of roof: short-term repair, partial removal and replacement, or total removal and replacement. The Board asked the extent and exact problem with the current roofing; Trustees Gottfried and Moriarty will further question O'Malley and report back at the next meeting.

Library Director Selection: Chair Dubitsky reported that the two interested respondents on the civil service list had been interviewed and since there were fewer than three respondents on the list, the library was able to "break the list" and has advertised for the position.

Finance/Schedule of bills

The schedules of bills dated 12/06/11 were unanimously approved upon motion of

Trustee McGarr, seconded by Trustee Taub. The Board received the performance report dated 12/06/11.

Acting Director's Report

At the beginning of November, YA/Reference Librarian Paul Doherty and Acting Director Hesler attended the New York State Association Annual Conference. Doherty attended programs focusing on young adults and electronic devices. Hesler attended a session on the tax cap and programs on the visions of libraries in the 21st century as places where people can collaborate, share, learn and create through work spaces, technology centers and comfortable places.

The library has been discussing a volunteer tutoring program for middle school students with Francine Vernon of the Westchester Library System. Two tutors have indicated their interest. The venue for the program will be the Children's Activity Room. The program will start in mid-March.

Correspondence and communications

Diane Courtney sent a note thanking the Board for the lovely ribbon cutting ceremony for the new adult circulation desk which was given in her honor.

Hear the members of the public

An observer of the meeting suggested that IBM be contacted regarding science tutors, an approach taken by Ossining Public Library. Acting Director Hesler said she would pass that suggestion along to Francine Vernon.

The Board convened into Executive Session at 7:35 PM to discuss personnel issues and reconvened at 8:45 PM.

The meeting adjourned at 8:45 PM. The next regularly scheduled meeting of the Board will be January 11, 2012.

Respectfully Submitted,

June Hesler
Acting Library Director