

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 8, 2012**

The Larchmont Public Library Board of Trustees met on February 8, at 6:30 PM. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, and Maureen Moriarty, Lorraine Walsh on behalf of Village Liaison Marlene Kolbert, Friends of the Library Liaison Fred Baron, Town of Mamaroneck Liaison Jaime Elkind Eney, Library Director Laura Eckley and Assistant Director, June Hesler.

Board Chair Dubitsky called the meeting to order at 6:33 PM. She welcomed the new Library Director, Laura Eckley and thanked the Assistant Director, June Hesler, for her service as Acting Director.

The minutes of the Board meeting of 1/11/12 were unanimously approved as presented upon motion of Trustee McGarr, seconded by Trustee Conley. The minutes of the Special Board meeting of 1/17/12 were unanimously approved as presented upon a motion of Trustee McGarr, seconded by Trustee Gottfried. The minutes of the Special Board meeting of 1/20/12 were unanimously approved as amended upon motion of Trustee McGarr, and seconded by Trustee Gottfried.

Friends of the Larchmont Public Library Liaison Report

As there were no meetings since the board's last meeting, the only news to report was the many upcoming programs.

Committee Reports

Finance and Budget Committee (Trustees LeBlanc, McGarr and Taub): Chair Dubitsky applauded the members of the committee for their excellent work in preparing the FY 2013 budget and presenting it to the Town and the Village boards on January 23rd, and she noted that the Town and Village boards approved the FY 2013 budget as presented. Trustee LeBlanc noted that the current budget year is two-thirds complete and we are slightly under budget.

Buildings and Grounds: (Trustees Gottfried and Moriarty): *Roof:* The Committee recommended repairing rather than replacing the leaking roof based on Superintendent O'Malley's opinion that the repairs are likely to address the leakage problems for now and that replacement is likely to be expensive. Upon a motion by Trustee McGarr and seconded by Trustee Conley, the Board awarded the repair work to the lowest bidder, Mariani, who did previous roofing work for the library. The amount approved was \$4,240.

Elevator: New proposals were sought due to the previously awarded contract not being signed by January 1, 2012. Trustee Gottfried made a motion, seconded by Trustee Conley, to approve the following resolution, which was then passed unanimously: *The Board hereby shall retain Kone Elevator to service the two elevators of the library building at an annual cost of \$5,700.*

Pella Windows: A meeting was held on February 8 with Dominic Calgi, Bill McNeiece of Titan Construction, Richard Hein, architect, John O'Malley, Chair Dubitsky, Director Eckley and Assistant Director Hesler to discuss the continuing window leakage subsequent to Titan's performing the corrections as stated in Pella's report. The consensus is the leakage problem is now a warranty issue. It was agreed that all information regarding the Pella window warranty would be forwarded to Joanna Feldman at McCullough, Goldberger and Staudt for review.

Façade: Board Chair Dubitsky stated that the project is on schedule. She presented the recommendation of the construction manager, Calgi Construction Management, to select Maximus I Construction Corp. to perform the repairs. Trustee McGarr made a motion, seconded by Trustee LeBlanc, to approve the following resolution, which was then passed unanimously: *Resolved, that in order to properly maintain the facade of the library building, the Board of Trustees (the "Board") has previously determined it is necessary to (1) replace the circular columns, (2) replace the railing and (3) restore the cornices; Further Resolved, that in order to do such work, the Board (1) approves the recommendation of Calgi Construction Management ("Calgi"), as set forth in its February 7, 2012 letter to Board Chair Dubitsky, to award the Contract for General Construction, inclusive of Add Alternates #1 and #2, to Maximus I Construction Corp. ("Maximus"), for a total amount of \$98,588.00, and (2) authorizes Board Chair Dubitsky to enter into such contract with Maximus on behalf of the Larchmont Public Library (the "Library"); Further Resolved, that the Board (1) approves the retainer of Calgi for Construction Phase Services, pursuant to the September 22, 2011 contract between Calgi and Board Chair Dubitsky (on behalf of the Library), (2) approves a fee of \$18,000 for such Construction Phase Services, to be paid in accordance with the resolution adopted at the August 4, 2011 Special Board Meeting (i.e., such that the total payment to Calgi shall not exceed \$35,320), and (3) authorizes Board Chair Dubitsky to enter into such additional contract with Calgi on behalf of the Library; and Further Resolved, that the Board approves payment for the engineering and architectural services of Hillman & Miley in an amount not to exceed \$3,200, such that the total payment to Hillman & Miley (including the amount of \$33,900 approved in a resolution adopted at the August 4, 2011 Special Board Meeting) shall not exceed \$37,100.*

Library Director Selection: Chair Dubitsky thanked Trustee Conley for her hard work and participation on this committee and for assisting with the press release regarding the new library director. Trustee Conley made a motion, seconded by Trustee Gottfried, to approve the following resolution, which then passed unanimously: *Resolved, that the Board hereby approves the appointment of Laura P. Eckley as Library Director of the Larchmont Public Library, which appointment shall commence February 6, 2012, pursuant to the terms of the offer letter dated January 23, 2012.*

The schedules of bills dated 2/01/12 and 2/08/12 were unanimously approved upon motion of Trustee McGarr, seconded by Trustee Gottfried. The Board received the financial performance report dated 2/1/12.

Acting Director's Report

Ms. Hesler reported that Jennie Cronin, who is currently enrolled at the University of Rhode Island in the Graduate School of Information and Library Studies, is performing her professional field experience at our library under the guidance of Reference Librarian Liam Hegarty; she will be presenting a program on Social Networking in March. Ms. Hesler also reported that the clerical staff has started to review the 10,300 Larchmont cardholders, checking that each is properly coded as to Village and Town residency. Finally, she reported that, during a recent discussion at the Public Library Director's Association, the topic of residents paying double taxes for library service was discussed. The Board discussed this issue and agreed that a map indicating a slight overlap for the Larchmont and Mamaroneck libraries is probably due to the dividing line running through certain properties, with these property owners receiving two prorated tax bills.

Hear Members of the Public

Reference Librarian Paul Doherty was praised by a member of the public for his very efficient and courteous service.

Additional Items

A list of items to be purchased for the Children's Room was presented by Assistant Director Hesler. Trustee McGarr made a motion, seconded by Trustee Gottfried, to approve the following resolution, which was then passed unanimously: *Resolved, that the Board hereby approves an expenditure of up to \$25,000 for additional items for the Children's Room, as approved by the Children's Room Renovation subcommittee, to be paid out of Capital fund 27-1.*

The meeting adjourned at 7:58 PM. The next regularly schedule meeting of the Board will be March 14, 2012.

Respectfully Submitted,

June Hesler
Assistant Director