

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
March 14, 2012**

The Larchmont Public Library Board of Trustees met on March 14, 2012 at 6:30 p.m. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, and Maureen Moriarty. Also present were Village Liaison Marlene Kolbert, Town of Mamaroneck Liaison Jaine Eney, Friends of the Library Liaison Fred Baron, and Library Director Laura Eckley.

Board Chair Dubitsky called the meeting to order at 6:40 p.m.

The Board reviewed the Minutes of the Board Meeting of February 8, 2012. The Board approved the Minutes as presented upon motion of Trustee Gottfried, seconded by Trustee Leblanc. The Board passed the motion by unanimous vote.

Friends of the Larchmont Public Library Liaison Report (Fred Baron)

Director Eckley attended her first Friends meeting on March 13th. The Friends are thinking about other projects and programs they could fund for the library, and they welcome suggestions from Director Eckley and the Library Board. Chair Dubitsky noted that Library would undertake a community-wide survey in the fall, which would yield some good ideas. Fred Baron highlighted three upcoming adult programs for March and April. He also reported that the Friends are currently working on a mission statement, which should help differentiate them from the Library Board in the public eye. On behalf of the Village, Marlene Kolbert expressed gratitude to the Friends and to the Library for their support of the recent environmental film series, which was very well received and attended by the community.

Committee Reports

Finance and Budget Committee (Trustees LeBlanc and McGarr)

The committee recommended that the Board authorize a credit card for use by the Library Director and Assistant Director. Trustee McGarr made a motion, seconded by Trustee Gottfried, to approve the following resolution, which was then passed unanimously: *Resolved, that the Board of Trustees of the Larchmont Public Library hereby authorizes the Treasurer of the Village of Larchmont to obtain a credit card (1) issued in the name of Larchmont Public Library, (2) with an account credit limit of \$7,500, with no cash advance accessibility, and (3) for the sole purpose of purchasing necessary equipment, materials and services for the Library; and further resolved, that Laura Eckley, Library Director, and June Hesler, Assistant Library Director, shall each be an authorized signatory for such card.*

The committee recommended that the Board authorize the Director and/or the Board Chairperson to make small expenditures on behalf of the Library without prior approval of the Board. This will facilitate minor repairs and purchases between monthly board meetings. Trustee McGarr made a motion, seconded by Trustee Moriarty, to approve the following resolution, which was then passed unanimously: *Resolved, that expenses of the*

Larchmont Public Library (1) totaling \$2,500 or less, and (2) provided for in the annual operating budget of the Library, may be paid (by credit card or through other means) at the discretion of the Library Director and/or the Chairperson of the Library Board of Trustees, without prior approval of the Board of Trustees; and further resolved, that any and all such expenditures shall be reported to the Board of Trustees at the subsequent monthly Board meeting. Further resolved, that all other expenses (i.e., those totaling more than \$2,500, whether or not provided for in the operating budget, and those totaling less than \$2,500 that are not provided for in the operating budget) must be approved by the Board of Trustees.

Library Director Eckley reported that Office Dynamics, the company that supplies and services the Library's public copier, would like to raise the price of copies from .10 cents to .15 cents. The price has been at .10 cents for the past 14 years; of 100 machines they have in other libraries, we are the only library still at .10 cents. The additional revenue would go directly to the vendor, allowing Office Dynamics to provide LPL with a newer, better machine with document feeder, double sided collating, etc. It was noted that the library staff gets copies for free, using paper provided by the Library. Printouts from any of the computers are generated from library-owned printers and also currently cost .10 cents. Director Eckley recommended, on advice of Assistant Director June Hesler, that we raise all of the copy and printing prices together to avoid confusion or undue wear on the library's computer printers. After discussion, the Board approved a .5 cent increase for all copies made in the library (from .10 cents to .15 cents), from copier or computer.

Buildings and Grounds:

1. Façade Project (Board Chair Dubitsky)
Chair Dubitsky reported that a contract had been signed with Maximus I Construction Corporation on March 2, 2012. A walk-thru had been conducted and materials have been ordered. Work is on schedule to begin in early April and be completed by mid-May. Patrons will be able to use the front door for much of the project; they will be detoured to the Children's Room entrance for the final phase.
2. Garden Club Project (Trustee Gottfried)
Trustee Gottfried reported that the Garden Club is moving ahead with plans to provide new landscaping for the Library as their Centennial project. The Club has put out a call for proposals, with a due date of June 1, 2012. The Club has offered to cover all initial costs, including design and installation. Director Eckley noted that the Club asked to see proposals for the full property, although the final project may include only the front of the property.
3. Children's Room Renovation Fund Closeout (Trustee Moriarty)
With reminder that CR Renovation Fund must be closed out by May, Trustee Moriarty reviewed items to be purchased for the Children's Room on recommendation of the CR staff. Items of note include new seating for gazebo, die-cut machine for creative play, commercial grade cushions for the lobby, and digital signage. This last item will be provided by Video Marketing via WLS, and will serve as a trial for future digital signage in the Library's main lobby. Trustee McGarr made a motion, seconded by Trustee Moriarty, to approve the following resolution, which was then passed unanimously: *Resolved, that the Board hereby*

approves an expenditure of up to \$10,000 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.

4. Additional Items (Director Eckley)
Installation of the new sump pump is complete. The roof repair project, which only took a day, is also done for now; rainfall is needed to judge the success of the repair. Regarding the ongoing leakage problem with the windows, our legal counsel (Joanna Feldman) will file the warranty with Pella.

Schedule of Bills/Performance Report

The Board reviewed the Schedule of Bills dated 3/06/12. The Board approved the Schedule of Bills as presented upon motion of Trustee McGarr, seconded by Trustee Gottfried. The Board passed the motion by unanimous vote.

The Board received the Performance Report dated 3/06/12.

Director's Report

Library Director Laura Eckley reported that the Library Handbook, last issued to the staff 5 years ago, has been updated to reflect changes to the last CSEA contract and has been approved by Library labor attorney Tom Marcoline. Director Eckley will forward to Board for review before a vote of approval at the next Board meeting. Ms. Eckley also reported that WLS will start accepting credit cards online to collect library fines this spring. A fee of \$2.50 will go to WLS from the cardholder, and late fees will go to the library where the item originated, not where it was borrowed. After a discussion about improving publicity and outreach to the community, the Board approved the use of Constant Contact for creating and sending e-newsletters to cardholders. Next, Ms. Eckley presented LPL's required New York State Report for fiscal year 2010-2011 and recommended that the Board approve it. Members of the Board reviewed the report and upon a motion by Trustee Conley, seconded by Trustee LeBlanc, approved it by unanimous vote. Finally, Director Eckley recommended that the Board approve WLS's Free Direct Access Plan, which had been sent to the Board for prior review. On a motion by Trustee McGarr, seconded by Trustee Gottfried, the board approved the FDAP by unanimous vote. After Director Eckley presented a new monthly circulation and usage update, Chair Dubitsky applauded Ms. Eckley, noting that this kind of regular report would help the board better understand Library usage.

Executive Session

On a motion by Trustee LeBlanc, seconded by Trustee Conley, the Board entered Executive Session to discuss personnel matters at 8:25 p.m. The Board concluded Executive Session at 8:43 p.m.

Board Chair Dubitsky adjourned the meeting at 8:44 p.m. The next regularly scheduled meeting of the Board will be held on April 11, 2012.

Respectfully submitted,
Jennifer Jordan Conley
Member and Acting Secretary
Board of Trustees