

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Date: April 11, 2012**

The Larchmont Public Library Board of Trustees met on April 11, 2012 at 6:30 p.m. Present were: Board Chair, Pamela Dubitsky; Trustees Jennifer Conley, Lauren Gottfried, John McGarr and Iven Taub. Also present were: Village Liaison, Marlene Kolbert; Town of Mamaroneck Liaison, Jaine Elkin Eney; Friends of the Library Liaison, Fred Baron; Library Director, Laura Eckley.

Board Chair Dubitsky called the meeting to order at 6:35 pm.

The Board reviewed the Minutes of the Board Meeting of March 14, 2012. Upon motion of Trustee McGarr, seconded by Trustee Conley, the Board approved the Minutes as presented. The Board passed the motion by unanimous vote.

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

The Friends have not held a meeting since the Library's last Board meeting; Fred Baron had nothing new to report. Director Eckley and Marlene Kolbert advised that the last two Friends programs were very well received and attended.

**Committee Reports**

**Finance and Budget Committee** (Trustee McGarr)

Trustee Conley made a motion, seconded by Trustee McGarr to approve the movement of donation funds in accordance with the guidelines set up by the Board. The motion was approved unanimously.

**Buildings and Grounds:**

1. Façade Project (Laura Eckley)

Library Director Eckley reported that the Façade project is proceeding on schedule. The contractor, Maximus, has been on site for three weeks. Director Eckley has attended the weekly construction meeting with Maximus, Dominic Calgi, our construction manager, and John O'Malley, the Library's building and grounds superintendent. The lead abatement component of the project has been completed successfully. In addition, the crown molding has been taken down and is being replaced with a composite material. Lastly, an infestation of carpenter ants was found in the base of the columns. It has been treated and no new carpenter ants have appeared. Director Eckley investigated and found out that there has been no regularly scheduled extermination. She is going to look into having the exterminator who works at Village Hall come to the library.

2. Garden Club Project (Laura Eckley)

Library Director Eckley reported that there were no responses from the “call for proposal” letter that was sent to landscape architects. A meeting will be held on April 23 with the Garden Club, the Library Director, the Board Chairperson and Trustee Gottfried on how to proceed.

3. Children’s Room Renovation Fund Closeout (Laura Eckley)

Library Director Eckley reported that most of the additional furniture and other Children’s Room items, previously approved by the Board, have been purchased and many have been delivered. The digital signage for the upstairs lobby should be installed by the beginning of May.

4. Pella Windows (Laura Eckley)

In connection with the newly-installed leaking Pella windows, Library Director Eckley reported that Titan filed a warranty claim with Pella. Our lawyer, Joanna Feldman, also filed a warranty claim on behalf of the Library. Pella requested that a water test be done. This test will determine whether the windows are defective or the installation is defective. Calgi is in the process of setting up the Test. Pella and Titan have agreed that whichever is found responsible will pay for the testing. Trustee Taub stated that the contract should make clear that the Library should be indemnified and not be responsible to pay for the Test.

Director Eckley also reported that there is staining on the walls under the windows which may be mold. There is also an odor in the village center as well as the tech room. Director Eckley had Quest Environmental come to the Library and give an estimate for mold assessment. Quest will do testing and, if necessary, create a remediation plan. They believe they can create a remediation plan to address any mold in the area even while the leaking window issue is ongoing. The cost will not exceed \$8,000. On a motion by Trustee McGarr, seconded by Trustee Taub, the Board unanimously approved the hiring of Quest to do an assessment and create a remediation plan at an expenditure of up to \$8,000.

5. Additional Items (Trustee McGarr)

Trustee McGarr reported that our tax bill for sewers went up significantly from \$2,900 to \$5,800 and that the Library property valuation went up from \$3.5 million to \$4.8 million. Village Treasurer, Denis Brucciani called the Town Assessor’s office and was told that they mailed us a letter regarding the reassessment in June of 2011. No one at the Library received this letter. The Board decided that they will discuss this issue with our lawyers and Mayor McAndrews.

Director Eckley reported that the work on the staff room was completed today and that it looks good.

Director Eckley reported that 7 lights in the elevator are out due to socket failure. On a motion by Trustee McGarr, seconded by Trustee Gottfried, the Board unanimously approved the expenditure of \$5,000 to replace the ceiling lights with LED lights.

### **Schedule of Bills/Performance Report**

The Board reviewed the Schedule of Bills dated 4/4/12. The Board approved the amended Schedule of Bills to amend the tax amount to \$5,824.34 subject to a discussion with our lawyer as presented upon motion of Trustee McGarr, seconded by Trustee Conley. The Board passed the motion by unanimous vote.

The Board received the Performance Report dated 4/4/12.

### **Director's Report**

Library Director Eckley reported that the Library cardholder database has been thoroughly reviewed and updated. The library staff reviewed every cardholder (approximately 10,000) and made corrections. The ratio remains 42% of cardholders from the Village of Larchmont and 58% of cardholders from the Town of Mamaroneck.

Library Director Eckley recommended that the Board approve the amended Library Handbook, which had been sent to the Board for prior review. On a motion by Trustee Conley, seconded by Trustee Taub, the Board approved the amended Handbook by unanimous vote.

The Board discussed the Unattended Child Policy that Eckley had prepared and circulated. Director Eckley will discuss it with our attorneys.

Finally, Director Eckley reported that the Library is going to start sending out a monthly e-newsletter highlighting upcoming programs. Within the next two weeks, Director Eckley will send an initial email to the 5,000 emails in the Library's database informing them of the newsletter and offering them the opportunity to opt out of receiving the newsletter.

### **Executive Session**

On a motion by Trustee Conley, seconded by Trustee McGarr, the Board entered Executive Session to discuss personnel matters at 8:30 p.m. The Board concluded Executive Session at 8:55 p.m.

Board Chair Dubitsky adjourned the meeting at 9:05 p.m. The next regularly scheduled meeting of the Board will be held on May 9<sup>th</sup>.

Respectfully submitted,  
Lauren Gottfried  
Member and Acting Secretary  
Board of Trustee