

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
June 13, 2012**

The Larchmont Public Library Board of Trustees met on June 13, 2012 at 6:30 p.m. Present were Board Chair Pamela Dubitsky, Trustees Jennifer Conley, Lauren Gottfried, Maureen LeBlanc, John McGarr, Maureen Moriarty and Iven Taub. Also present were Village Liaison Marlene Kolbert, Town of Mamaroneck Liaison Jaine Eney, Friends of the Library Liaison Fred Baron, Library Director Laura Eckley and Assistant Director June Hesler.

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

The Board reviewed the Minutes of the Board Meeting of May 9, 2012 and Special Board Meeting, May 29, 2012. The Board approved the May 9 Minutes as presented upon motion of Trustee McGarr, seconded by Trustee Moriarty. The Board approved the May 29 Minutes as presented upon a motion of Trustee LeBlanc, seconded by Trustee Gottfried. The Board passed the motions by unanimous votes.

**Friends of the Larchmont Public Library Liaison Report**

Friends Liaison Fred Baron reported the Friends had approved \$1,750, the second half of the payment for the evaluation of the WPA paintings. The June 3<sup>rd</sup> program, *Dan Gets a Mini Van*, was very popular. Director Eckley added the Friends were also supporting the summer reading programs as well as two summer special events - a Stuffed Animal Sleepover and an Ice Cream Social.

**Committee Reports**

**Finance and Budget Committee** (Trustees LeBlanc, McGarr and Taub): The preliminary year-end budget was reviewed at the committee meeting. Trustee McGarr stated the budget at this point indicates the library expenses are under budget by about \$250,000. This is mostly due to three full time staff positions that weren't filled.

Trustees McGarr and Gottfried attended the Westchester Library System's Trustee Institute on June 12 and discussed the Westlynx IT fee schedule. How the Westlynx fees are assessed was briefly explained to the Board by Trustee McGarr and Director Eckley. The consensus was that a meeting should be scheduled with Dr. Kirchner.

Denis Brucciani, Village Treasurer, has recommended that payments be made directly from the Board's restricted account. Trustee Gottfried made a motion, seconded by Trustee Conley, to approve the following resolution, which then passed by unanimous vote: *Resolved, that the Board of Trustees of the Larchmont Public Library hereby authorizes the Treasurer of the Village of Larchmont to transfer \$2,500 from the Board Unrestricted Trust to the Board Restricted Trust to satisfy the banking requirement that a minimum of \$2,500 remain in the trust at all times.*

Trustee Gottfried made a motion, seconded by Trustee LeBlanc, to approve the following resolution, which then passed by unanimous vote: *Resolved, that the Board of Trustees of the Larchmont Public Library hereby authorizes the Treasurer of the Village of Larchmont to transfer \$4,150, given by the Friends of the Larchmont Public Library in May 2012, from the Board's Restricted Trust to the Programming line (L 2855.0) of the Library's FY12/13 Operating Budget and to amend the budget as such.*

The Board authorized Board Chair Dubitsky and Trustees McGarr and LeBlanc to review and approve the schedule of bills during the summer.

**Buildings and Grounds:**

1. Façade Project: Director Eckley reported the project is almost complete except for a few minor items and Miley and Calgi's fees have been paid while Maximus still has an outstanding fee of \$30,000.
2. Garden Club Project: Director Eckley, Katherine Wachs (landscape designer) and the Garden Club committee envision fewer bushes and more green space. In accordance with this, some bushes will be removed and others will be relocated. The Board agreed. It was also suggested by the Board that Ms. Wachs qualifications be reviewed.
3. Pella Windows: Director Eckley reported the water test had been completed by SGH and we are awaiting the official report. We have now fulfilled our side of the warranty requirements.
4. WPA paintings: The grant application has been submitted and we will learn the results by mid-August. The total cost of will be close to \$20,000.
5. Additional Items: A bid was submitted by Stanley Steamer to clean the carpets, which should be done every two years. An estimate for window cleaning has also been solicited.

Chair Dubitsky asked the Board to be thinking about the many building issues which need to be addressed: public bathroom/handicapped bathroom; roofing; chiller; interior painting; window shades; new tutor room.

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

The Board reviewed the Schedule of Bills dated 6/11/12 and 6/13/12. After discussion, the Board approved the Schedule of Bills as presented upon motion of Trustee LeBlanc, seconded by Trustee Conley. The Board passed the motion by unanimous vote.

The Board received the Performance Report dated 5/31/12 and the preliminary year-end report. There was a discussion pertaining to the preliminary under budget expenses related to savings on the salaries, benefits and state retirement lines. The materials line was close to budget.

#### **Director's Report**

Library Director Laura Eckley reported the revised employee handbook has been distributed. The Board voted to approved the hiring, effective 6/1/12 through 10/1/12 of the following employees upon a motion made by Trustee Gottfried and seconded by Trustee Taub:

Seasonal Clerk, Julianna Broad, \$10.50 per hour

Seasonal Clerk Justin Pizzo, \$10.82 per hour

Seasonal Clerk, Tami Harris, \$11.69 per hour

Library Page (part time), Luis Gomez, \$7.25

The staff has been working on children's and teen summer programs and preparing for the summer reading game.

The director is seeking references for web page designers.

The director plans to hire a part time Public Relations Assistant and a full time Children's Librarian by the end of the summer.

#### **Additional Items**

Upon a motion made by Trustee McGarr and seconded by Trustee Taub, the Board voted to approve a revision of

the Library's Privacy Policy that will include Constant Contact in the email section; *revised policy attached*.

The director presented one item of equipment surplus with a value of \$0. Upon a motion by Trustee Taub and seconded by Trustee Gottfried, the Board voted unanimously to discard this item.

Upon a motion by Trustee McGarr and seconded by Trustee LeBlanc, the Board voted unanimously to close the library on the following days: Veteran's Day 11/11/12; Easter 3/31/13; and Mother's Day 5/12/13.

### **Executive Session**

Upon a motion by Trustee McGarr and seconded by Trustee Taub, the Board voted to enter into Executive Session to discuss personnel matters at 8:10p.m. Upon a motion by Trustee McGarr and seconded by Trustee Taub the Board voted to conclude the Executive Session at 8:24p.m.

Board Chair Dubitsky adjourned the meeting at 8:24p.m. The next regularly scheduled meeting of the Board will be held on September 12, 2012.

Respectfully submitted,

June Hesler  
Assistant Director