

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
OCTOBER 10, 2012**

The Larchmont Public Library Board of Trustees met on October 10, 2012 at 6:30 p.m., attended by Board Chair Pamela Dubitsky (PD), Trustees Lauren Gottfried (LG), Maureen LeBlanc (ML), John McGarr (JM), Maureen Moriarty (MM), and Iven Taub (IT), Village Liaison Marlene Kolbert (MK), Town of Mamaroneck Liaison Jaine Eney (JE), Friends of the Library Liaison Fred Baron (FB), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Excused: Trustee Jennifer Conley (JC)

Board Chair Dubitsky called the meeting to order at 6:32 p.m.

The Board reviewed and unanimously approved the Minutes of the September 12, 2012 Board Meeting.

Friends of the Larchmont Public Library Liaison Report

LE presented information regarding several upcoming Friends programs and reported that thirty participants have ordered scarecrows to decorate for the Ragamuffin Parade.

Committee Reports

Finance and Budget Committee: JM reported that he and LE are reviewing allocations between the library (121 Larchmont Avenue) and the Village Center (119 Larchmont Avenue) for the costs of oil, electric and sewage. The bills for these services are shared by the library and the Village of Larchmont based on the square footage of each space. Current allocations are based on 1995 square footage. Recent measurements include changes made to the spaces following the renovation of the Children's Room and are being used to determine if the allocation of costs should be adjusted. LE and JM will meet with village and town officials in order to develop a proper system of allocation based on the up-to-date measurements. In addition, JM reported that the recent sewage bill was addressed to 121 Larchmont Ave., while prior sewage bills were addressed to 119 Larchmont Avenue and 121 Larchmont Ave., suggesting that the sewage authorities have now combined the two spaces into a single bill.

Buildings and Grounds:

1. Garden Club Project: LE reported that the Garden Club Luncheon was a wonderful event. In addition to raising funds, it raised community awareness of the centennial project. Landscape Designer Catherine Wachs is prepared to move forward. The project includes new ADA compliant walkways and repair of the existing brick walkway. LG made a motion, seconded by JM, to approve the following resolution, which then passed by unanimous vote: *Resolved, that in order to support the generous gift to the Library from the Larchmont Garden Club to enhance the garden of the Library, The Board of Trustees of the Larchmont Public Library hereby authorizes \$9,000 from the Library Capital Fund for Library Building Maintenance (97-3) to be designated for the improvement and repair of the Library's exterior walkways.*
2. WPA murals: LE reported that the restored murals will be returned at the end of November and will be appraised while they are at the conservator. Professional photographs of the paintings will be taken and used to create note cards of the two murals to be sold at the library. An unveiling party is scheduled for November 29th, during which Jill Sarkozi, from the Larchmont Historical Society, will give a presentation.
3. Phone system: Phones are being installed this week by Nu Sound. Total project cost is not expected to exceed \$11,000.

4. Web site: Fredi B. Design indicated it will take twelve weeks to design the new web site.
5. Trees: Evergreen, the Village Arborist, assessed the trees on the Library property. Two trees will be removed, a maple will be pruned and the diseased weeping cherry will be treated at a total cost of \$2,500.
6. Code of Conduct: LE and JH reviewed other library codes of conduct and created an outline. Final policy will be reviewed by IT and presented at the November board meeting.

Schedule of Bills/Performance Report

The Board reviewed the Schedule of Bills dated 10/2/12 and 10/10/12. The Board unanimously approved the Schedule of Bills.

The Board received the Performance Report dated 10/3/12.

Director's Report

LE reported that the new children's librarian, Marca McClenon, has been trained and has taken over programming responsibilities from Rebecca Teglas, who is scheduled to go on maternity leave soon. The new public relations assistant, Kat Purcell, is also getting on board and did a great job publicizing Truck Day, which was once again a big success with over 350 attending. A BIG thank you is extended to the village and town employees who participated.

Additional Items

The Board unanimously approved discarding four items of \$0 value presented by JH.

Executive Session

The Board unanimously voted to enter into Executive Session at 7:20p.m. to discuss personnel matters. The Board unanimously voted to conclude the Executive Session at 7:38 p.m.

The Board unanimously voted to approve a Stipulation between Larchmont Public Library and CSEA approving a trial period during which staff breaks may be taken off premises.

IT made a motion, seconded by JM, to approve the following resolution, which then passed by unanimous vote:

Resolved, WHEREAS, a retiree of the Library has been receiving health insurance coverage under the NYS Empire Blue Cross Plan (the "Health Plan") offered by the Library to certain employees and retirees; and

WHEREAS, by letter dated September 18, 2012, the Plan Administrator for the Health Plan advised a retiree that their individual and dependent coverage under the Health Plan would terminate effective October 18, 2012, unless certain conditions set forth in that letter were satisfied, which to date has not occurred; now, therefore,

BE IT RESOLVED, that individual and dependent coverage under the Health Plan will be terminated effective October 18, 2012, unless payment of the full amount specified in the Plan Administrator's September 18, 2012 letter to the retiree is received by the Plan Administrator on or before October 18, 2012, in which case said coverage shall not terminate; and

BE IT FURTHER RESOLVED, that the Library Board authorizes and directs the Plan Administrator to take all steps necessary to carry out this resolution.

Board Chair Dubitsky adjourned the meeting at 7:39 p.m. The next regularly scheduled meeting of the Board will be held on November 14, 2012.

Respectfully submitted,
June Hesler
Assistant Director