

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
November 14, 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 Jennifer Conley (JC), Lauren Gottfried (LG), Maureen LeBlanc (ML), John McGarr (JM), and Iven Taub (IT), Village Liaison Marlene Kolbert (MK), Town of Mamaroneck Liaison Jaime Eney (JE), Friends of the Library Liaison Fred Baron (FB) and Library Director Laura Eckley (LE) . Excused: Trustee Maureen Moriarty (MM).

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

The Board reviewed and unanimously approved the Minutes of the October 10, 2012 Board Meeting.

PD noted that John McGarr had begun his second term as Library Board Trustee in June 2012 and thanked him for his continued service to the library. PD also thanked the library staff for its excellent work providing services, as well as additional hours, during the aftermath of Hurricane Sandy to patrons in need of heat and electricity, internet access and a sense of refuge and community.

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

FB reported that the Friends had voted the previous evening to approve a gift of \$3,600 for library programming and \$5,000 to the Garden Club of Larchmont to support the landscaping project. FB presented information regarding numerous upcoming Friends programs including the two fundraisers they have planned for 2013. PD thanked the Friends for their continuing generosity.

**Committee Reports**

**Finance and Budget Committee:** JM reported that he and LE met with both Village and Town officials to review new allocations between the library (121 Larchmont Avenue) and the Village Center (119 Larchmont Avenue) for the costs of oil, electric and sewage based on the new square footage of the building. The net total difference is an additional \$1,600 in costs to the library. JM further noted that during the meeting with the Village it became apparent that both 121 and 119 were paying county sewer taxes based on square footage for both buildings combined. The Village will investigate and seek to have the assessments corrected. ML reported that the Finance and Budget Committee will begin to prepare the budget for FY13/14 next month.

**Buildings and Grounds:**

1. Garden Club Project: LE reported that the landscaping project is nearly complete. The bushes have been replaced and the sprinkler system has been installed. The Garden Club has spent nearly \$24,000 on the project. The walkway and wall repairs and additions were completed by Rolling Stone Masonry for \$6,000. The Library Board had approved up to \$9,000 for the masonry work. Planters, benches and a chess table are still in the works along with plans to move the book drops inside.
2. WPA murals: LE reported that the conservator has shared pictures of the restoration process and the murals are looking fantastic. They will be returned on 11/20 and hung in advance of Thanksgiving. Jill Sarkozi of LHS has created her presentation on the WPA, Thomas Donnelly and a bit of history of the LYC and the Manor House. Her presentation will be turned into a brochure for the 11/29 unveiling party. Invitations have been sent out and a reminder will be sent shortly. It was recommended that the press be invited to the unveiling as well.

3. Phone system: The phone system was installed and is now fully operational. The total cost for the system was \$10,860, just under the \$11,000 approved for the project. Staff and public have adjusted and report that it is working well, easy to use and has reduced the noise at the front desk.
4. Web site: LE and JC will meet with Fredi B. Design later this week to establish a work schedule.
5. New Bathrooms: LE and PD both noted that the heavy use of the library in the days following Hurricane Sandy once again made it clear that the library needs to upgrade and expand current bathroom facilities. LE and PD are in the process of meeting with architects regarding bathroom designs.

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

The Board reviewed the Schedule of Bills dated 11/9/12 and 11/14/12. The Board unanimously approved the Schedule of Bills.

The Board received the Performance Report dated 11/9/12.

### **Director's Report**

LE reported that Rebecca Teglas is now on maternity leave. LE reviewed a number of successful programs arranged by June Hesler including Mah Jong. The new Intrepid pass is very popular. LE reviewed the events following Hurricane Sandy, noting that the Library was closed for two days, 10/29 and 10/30. After reopening, the library hosted hundreds of people each day in need of heat, charging stations and the internet. Over 1,000 cups of coffee were served in 5 days. The library stayed open two extra hours on Friday 11/2 and Saturday 11/3 and opened 2 hours early on Sunday 11/4. The staff also opened the Village Center on Friday to provide extra space for patrons. The building sustained very little damage from the storm. The chimney cap was blown off and will need to be replaced. The automatic door locking system has been malfunctioning since the storm and it appears to have been damaged by a power surge. Both repairs will be submitted to insurance and then FEMA, as well as the costs of refreshments, staff overtime and any increase in electrical usage.

The Board unanimously approved the hiring of Jack Williams, Library Page, effective 11/4/12 at a rate of \$7.50 per hour.

### **Additional Items**

PD relayed that MM would like to spearhead a gently used book drive for the Broad Channel Library in Queens which was devastated by Hurricane Sandy. The Board supported the idea and encouraged expanding the scope. LE will work with MM to set up a community book drive after Thanksgiving.

A draft of the proposed Library Code of Conduct was reviewed and discussed. Minor corrections were made and the Board directed LE to send to Joanna Feldman for a limited legal review. The Board authorized (up to 30 minutes for review and comments.)

### **Executive Session**

The Board unanimously voted to enter into Executive Session at 7:30p.m. The Board unanimously voted to conclude the Executive Session at 7:45 p.m.

Board Chair Dubitsky adjourned the meeting at 7:45 p.m. The next regularly scheduled meeting of the Board will be held on December 12, 2012.

Respectfully submitted,  
Laura Eckley (in lieu of June Hesler, currently on vacation)  
Library Director