

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 13, 2013**

Attended by Board Chair Pamela Dubitsky (PD), Trustees Jennifer Conley (JC), Lauren Gottfried (LG), John McGarr (JM) and Maureen Moriarty (MM), Village Liaison Peter Fanelli, Friends of the Library Liaison Robert Leopold, Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Trustees Maureen LeBlanc (ML) and Iven Taub (IT) were excused from attending the meeting.

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

Minutes

The Board reviewed and unanimously approved the Minutes of the Board Meeting of January 9, 2013.

Friends of the Larchmont Public Library Liaison Report

Robert Leopold reported that LegoFest was enormously successful and earned over \$9,000 after expenses. The annual Watanabe violin recital was held the same weekend and was attended by over 200 people. Upcoming events include the Friends Community Spelling Bee and a Coffee and Conversation program featuring local poets in April.

Committee Reports

Finance and Budget Committee:

1. PD reported the library's FY13/14 budget was unanimously approved as presented on 1/31/13 by both the Town and Village Boards.
2. PD reported that the Finance Committee met with officials from both the Town and Village regarding closing out the Children's Room Renovation Fund and disbursing the funds. After some discussion, the Board unanimously approved the following resolution: *Whereas the Finance Committee of the Board of Trustees of the Larchmont Public Library (the "Board") has met with officials of both the Village of Larchmont and the Town of Mamaroneck, and at such meetings reached an agreement with these officials regarding the final distribution of the funds remaining in the Children's Room Renovation Fund (7240.27-1) (the "Fund"), now therefore the Board authorizes the Treasurer of the Village of Larchmont to transfer from such Fund \$56,420 to the Village of Larchmont and \$75,180 to the Town of Mamaroneck.*

Buildings and Grounds:

1. Roof. LE reported two recent extensive leaks in the roof of the 1944 addition, causing the staff to temporarily close one of the stairwells. Mariani Roofing has attempted unsuccessfully to repair the leaks twice since mid January. LE recommended the Board retain a roof designer to conduct an appraisal of the roof and create a recommendation, with cost estimates, for repair or replacement. LE and John O'Malley are reviewing one proposal and seeking additional proposals. After some discussion, the following resolution was unanimously approved by the Board: *Resolved, that \$20,000 from the Library Capital Fund for Library Building Maintenance (97-3) shall be designated for investigative work, roof evaluation, testing and design, construction management and legal fees for repair and replacement of the 1926 and 1944 sections of the library building roof. The Board of Trustees of the Larchmont Public Library hereby authorizes Pamela Dubitsky, Library Board President, and Laura Eckley, Library Director, to select the vendor for these services and to enter into a contract with such vendor at a cost not to exceed \$20,000.*
2. Building Repair and Maintenance. LE reported the staff has complained of a strong odor in the area outside of

Tech Services. LE has received a proposal for air quality sampling for \$3250 and is seeking additional proposals.

3. Library Long-Term Planning Committee. LG, JC, ML& PD have formed a committee to visit other libraries and begin rethinking the space of the main library in order to update it for the current needs of library patrons.

Schedule of Bills/Performance Report

The Board reviewed and unanimously approved the Schedule of Bills dated 2/5/13 and 2/13/13. The Board received the Performance Report dated 2/5/13.

Director's Report

Library Clerk Anna Moser has resigned to attend library school. The Board unanimously approved the hire of part time Library Clerk Linda Bhandari as of 2/6/13 with a pay rate of \$12.08/hr. The reference staff met with LE for a bi-annual Librarian Summit during which new policies and procedures, new programs and services and collection development were discussed. The new tech classes (online catalog and services) have been well received. LE and JH visited the Mamaroneck Public Library to see the Envisionware product and print system which will be installed at LPL in late February. IT and LE continue to work on cash control procedures.

Correspondence, Communications & Media Coverage

The Westchester Section of the New York Times, the ArtTimes, Westchester Family and Soundview Rising have published information about our programs.

Additional Items

PD read the following statement: *The Board acknowledges that Library Directory Laura Eckley's probationary period ended on February 5, 2013, having been hired by the Larchmont Public Library on February 5, 2012, and recognizing her excellent service during that 12-month probationary period, the Board acknowledges that she has become a permanent employee of the Larchmont Public Library.*

The Library Code of Conduct was reviewed by the Board and unanimously approved. It will be posted on the library's website, distributed to new patrons in the library welcome packet and posted in the building.

Executive Session

Upon a motion by JC and seconded by LG, the Board voted to enter into Executive Session to discuss personnel matters at 8:00 p.m. Upon a motion by JC and seconded by MM, the Board voted to conclude the Executive Session at 8:39 p.m.

The following resolution was passed by unanimous vote of the Board: *Resolved, that the Board of Trustees authorizes Pamela Dubitsky, Chair of the Board, to execute a Memorandum of Agreement by and between Larchmont Public Library and Civil Service Employee Association, Inc. Local 1000 AFSCME, AFL-CIO Westchester Local 860 Larchmont Public Library Unit, in accordance with the terms unanimously agreed upon by the Board of Trustees.*

Board Chair Dubitsky adjourned the meeting at 8:40 p.m. The next regularly scheduled meeting of the Board will be held on March 13, 2013.

Respectfully submitted,

June Hesler

Assistant Director