

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

The Larchmont Public Library Board of Trustees met on March 13, 2013 at 6:30 p.m., attended by 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 Jaine Eney (JE), Friends of the Library Liaison Fred Baron (FB), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Excused were Pamela Dubitsky and Maureen Moriarty.

ML acting as Board Chair called the meeting to order at 6:40p.m.

The Board reviewed the Minutes of the Board Meeting of February 13, 2013. The Board unanimously approved the Minutes as presented.

Friends of the Larchmont Public Library Liaison Report

Fred Baron reported that LegoFest netted \$9600 and Wendy Raso was willing to organize it again next year. At the Friends March Board Meeting the following had been approved: \$2000 for new iPads for the Children's Room; \$900 for stools for the outside chess table; an exploratory committee to determine the feasibility of an annual book sale. On Sunday, April 7th the Friends are hosting their first annual Community Spelling Bee at the Larchmont Temple.

Committee Reports

Finance and Budget Committee: LE and IT are working on a cash control policy. Part of this has been a discussion of outstanding fines and a process for recovering monies owed including: new messages on the self check system to inform patrons fines are owed; letters to be sent to patrons with outstanding fines; possibility of blocked card amount to being lowered to \$10. JM reported the new assessment for the 2014 sewer tax is now less than half of last year's bill. The WLS IT contract with Larchmont Public Library incorporated changes suggested by JM. These included changes to the definitions, membership, and annual statement sections. IT made a motion, seconded by JC, to approve the WLS IT Contract subject to receipt of the final document. The vote was approved by ML, JC and IT and opposed by JM and LG.

The Board reviewed the Schedule of Bills dated 3/5/13 and 3/13/13. After discussion the Board unanimously approved the Schedule of Bills as presented. The Board received the Performance Report dated 3/6/13.

Buildings and Grounds:

1. Roof - LE reported three proposals have been received for management of the repair project.
2. Odor outside tech area - LE reported that an inspection of the area was completed and it has been recommended that the energy recovery unit be cleaned once again and run continually in the future.
3. Security – A review of the library security system was conducted and several recommendations have been made including the installation of panic buttons at public desks and private offices, security cameras at the front door entrance and stairwell exits, staff training and a security walk through by local police. In addition, John O'Malley has recommended that upgrades be made to the alarm system to include water alarms in the two elevator pits and sewer line entry and a heat shutoff alarm for the boiler. IT made a motion, seconded by JM to approve the following resolution which the Board passed unanimously: *Resolved, that \$10,000 from the Library Capital Fund for Library Building Maintenance (97-3) shall be designated for improvements and*

upgrades to the library's security system including security cameras, panic buttons and additions to the alarm system including water and heat shutoff alarms. The Board of Trustees of the Larchmont Public Library hereby authorizes Laura Eckley, Library Director, to select the vendors for these services and to enter into contract with them at a cost not to exceed \$10,000.

4. Website - JC reported Fredi B Design has sent a beta version of the website to the staff and committee for comments on the general elements. The committee will meet with Fredi Bremond next week to discuss changes to the design.

5. Garden Club of Larchmont - LG reported there will be an April 4 meeting to plan for the Club's June 1 centennial reception. The GCL has additional funds and would like to continue their work along the Albee Court side of the building.

Director's Report

LE reported Children's Librarian Rebecca Teglas had returned from maternity leave on March 11. Teen Librarian Paul Doherty has applied to the Junior League on the Sound for a \$2,000 grant for a 3-D printer that will be used to create a Teen Volunteer program. Envisionware, the WLS computer sign in program, has been installed on the Internet terminals and has been working well. The WPA mural brochures and notecards have arrived and are on display around the library. Sue Neale, our WLS board representative, visited the library and was impressed with the Children's Room, the variety of programs and the overall busyness of the library. Police reports were filed concerning two separate patron incidents. LE complimented the local police on their helpfulness with these matters.

Correspondence, Communications & Media Coverage

LE distributed the invitations to the WLS Trustee Institute to be held on April 3 and the book and author luncheon on April 18. A letter complementing the reference staff was shared.

Additional Items

LE presented a new version of the library privacy policy. The Board discussed and recommended changes. The policy, with revisions, will be presented at the April Board Meeting.

Executive Session

The Board voted to enter into Executive Session to discuss personnel matters at 8:07p.m. The Board voted to conclude the Executive Session at 8:17p.m.

ML adjourned the meeting at 8:18p.m. The next regularly scheduled meeting of the Board will be held on April 10, 2013.

Respectfully submitted,

June Hesler
Assistant Director