

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
April 10, 2013**

The Larchmont Public Library Board of Trustees met on April 10, 2013 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), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Trustee Maureen Moriarty was excused.

Board Chair PD called the meeting to order at 6:37 p.m.

The Board reviewed and unanimously approved the Minutes of the Board Meeting of March 13, 2013.

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

FB reported that the spelling bee, sponsored by the Coughlin Group and Houlihan Lawrence Real Estate, was a big success. The winning team was D. Tours Travel – Diane Hechler, David Hechler and Sarah Bush. LE commented that it was a great community event and really fun. Board Chair PD thanked the Friends for their tremendous effort and creativity.

**Committee Reports**

**Finance and Budget Committee**

**CR Renovation Fund.** JE inquired as to when the Children's Room Renovation Fund distribution would be made. JM and LE reported they have spoken with Village Treasurer Denis Bruccianni and he has completed the paperwork for the transfer but the checks still need to be processed.

**Outstanding Fines.** LE reported on continuing efforts to reduce the outstanding fines owed to the library. Several steps will be taken with a goal to significantly reduce the outstanding balance within the next year. Staff has been instructed to inform patrons of any fines on their cards each time they check out. The Self Check is now alerting patrons when they have an outstanding fine. A letter campaign to patrons with excessive and long term fines will be conducted this summer. The use of family groups for cards allowing parents to take more direct responsibility for their children's fines will be explored. At the October Board meeting this topic will be reviewed to ensure that the amount of outstanding fines has been reduced as a result of these various steps. LG made a motion, seconded by JM, to approve the following resolution, which then passed by unanimous vote: *The Board hereby resolves that, in the event a library patron accrues fines that equal or exceed \$10, that patron will not be permitted to check out library materials (except at the discretion of a principal or senior library clerk) until such fines have been paid in full.*

**Sewer Tax.** JM reported the sewer tax bill had been received and once again is incorrect. Previously he had spoken with the Town Assessor and it was discovered that both the Village and the Library were being taxed for 119 Larchmont Ave. JM and Denis Bruccianni have agreed to delay payment until this issue is resolved.

**Buildings and Grounds**

**Roof:** LE reported that Calgi Construction's proposal for \$5,340 for phase one of the roof restoration project had been accepted. Reports including recommendations and project estimates are expected next week.

**Bookdrops:** The exterior bookdrops will be replaced with a fireproof interior bookdrop to complete the restoration of the Library portico. JM made a motion, seconded by JC, to approve the following resolution, which then passed by

unanimous vote: *The Board hereby approves (1) the replacement and relocation of the library bookdrop to an interior fireproof location in the library building, and all necessary resulting repairs to the building and masonry, and (2) an expenditure of up to \$9,000 from the Library Capital Fund for Library Building Maintenance (97-3) to complete this work.*

**Coffee area:** PD introduced the possibility of a food and coffee vendor or coffee machine in the library, as are in place in other local libraries. Rebecca Teglas, Children's Librarian, will be researching this as a project for her graduate school program and will report her findings, with recommendations, in May.

**Cameras:** LE reported cameras had been installed at the front door entrance and building emergency exits, as approved by the Board at the March Board Meeting. Panic buttons, boiler and elevator pit alarms are still to be installed.

**Energy Recovery Unit:** LE reported the unit has been cleaned and the odor in the building has disappeared. Additional work to reduce moisture will be done around the unit.

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

The Board reviewed the Schedule of Bills dated 4/8/13 and 4/10/13. After discussion, the Board unanimously approved the Schedule of Bills as presented.

The Board received the Performance Report dated 4/8/13.

### **Director's Report**

On April 2, the library was bathed in blue light in honor of International Autism Awareness Day. LE thanked Village Trustee Peter (Bubba) Fanelli for his assistance. Village Treasurer Denis Bruccianni has submitted the Village's FEMA claim along with Library expenses. JC, LE, Liam Hegarty and Geoff Colquitt met with website designer Fredi Bremond to review the preliminary design of the library's web site. The new site is scheduled to go live in June. Sandra Giroux will take professional photos of the building, programs, Library Board and staff for the web site. The Garden Club will continue work on the library grounds concentrating on the Albee Court side. The Board unanimously approved the hire of part time library clerk, Maureen McGowan, as of March 22 at \$12.08 per hour.

### **Correspondence, Communications & Media Coverage**

The Patch covered the Library's participation in "Light It Up Blue" for Autism Awareness Day. The Soundview Rising had an article on the Continuing Education Exhibit for April in the gallery.

### **Additional Items**

LE presented the revised privacy policy. After a brief discussion, the Board unanimously approved the policy.

Board Chair Dubitsky adjourned the meeting at 7:47 p.m. The next regularly scheduled meeting of the Board will be held on May 8, 2013.

Respectfully submitted,

June Hesler  
Assistant Director