

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
AUGUST 9, 2013**

The Larchmont Public Library Board of Trustees met on August 9, 2013 at 8:00 a.m., attended by Board Chair Pamela Dubitsky (PD), Trustees Jennifer Conley (JC), Lauren Gottfried (LG), John McGarr (JM), and Iven Taub (IT,) Friends of the Library Liaison Wendy Raso (WR), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Trustees Maureen LeBlanc and Barbara Liptack were excused from attending.

Board Chair Pamela Dubitsky called the meeting to order at 8:02 a.m.

Roof Repair: LE reported that the library roof repair project was put out to bid in July, and that Calgi Construction Management was recommending the Board award the bid to the lowest responsible bidder, Precision Roofing, for a total cost of \$182,000 (including add alternates). LE reported that, with other costs, the project is expected to total \$240,000. LE and PD reported they have met with officials from the Town of Mamaroneck and the Village of Larchmont, and plan to attend Town and Village board meetings, to discuss the possibility of the Town and Village each bonding for its share of the project. After some discussion, JM made a motion, seconded by LG, to approve the following resolution, which the Board then passed unanimously: *Resolved, that in order to properly maintain the building of the Larchmont Public Library (the "Library"), the Board of Trustees (the "Board") has determined it is necessary to completely remove the front two sections of the Library roof, replacing them with new roofing, and also to make repairs to the two rear sections of the Library roof; and Further Resolved, that in order to do such work, the Board hereby (1) approves the recommendation of Calgi Construction Management, as set forth in its August 6, 2013 letter to Library Board Chair Dubitsky, to award the Contract for General Construction, inclusive of Add Alternates #1 and #2, to Precision Roofing Inc. ("Precision"), for a total amount of \$182,000 and (2) authorizes Library Director Laura Eckley to enter into such contract with Precision on behalf of the Library.*

LE will submit an application for a NYS construction grant for the project. The Board voted unanimously to approve the NYS Public Library Construction Grant application for \$91,000.

Windows: LE reported that a settlement agreement has been reached among the relevant parties to replace the leaking windows installed during the Children's Room Renovation Project. The date of substantial completion for the window re-installation is November 12, with intermittent closures required in the Children's Room and Village Center. IT made a motion, seconded by JM, to approve the following resolution, which the Board then passed unanimously: *Resolved, that in order to proceed with the replacement of leaking windows installed during the renovation of the Larchmont Public Library Children's Room and the Village of Larchmont Village Center, the Board of Trustees (the "Board") of the Larchmont Public Library (the "Library") hereby (1) approves the attached settlement with Titan Construction Group Inc. and Traveler's Insurance Co., subject to approval of a) drawings by Simpson Gumpertz & Heger, the engineering firm retained by the Board for such purposes, and b) the Library's legal counsel, and (2) authorizes Library Director, Laura Eckley, to sign such settlement agreement on behalf of the Library.*

Transformation Project: LE & PD reported that they had met with a number of architects specializing in library design to discuss the Larchmont Public Library. After some discussion, JC made a motion, seconded by IT, to approve the following resolution, which the Board then passed unanimously: *Resolved, that the Board of Trustees (the "Board") of the Larchmont Public Library (the "Library") has determined the need to re-evaluate the existing use of certain*

areas of the main building of the Library, for the purpose of ensuring that the Library continues to provide excellent service to its patrons by accommodating the current and anticipated future needs of those patrons, and recognizing that the needs of library patrons and the role of the Library in the Larchmont-Mamaroneck community has evolved and will continue to evolve over time based on new technologies, changes in the economy and other factors (hereinafter referred to as the "Transformation Project"); and Further Resolved, that the Board has determined the need for a master plan for the main building in order to begin this Transformation Project (the "Master Plan"); Now, Therefore, the Board authorizes (1) Board Chair Pamela Dubitsky to enter into a contract with the architectural firm of Lothrop Associates LLP to create such Master Plan and (2) the expenditure of \$15,000 from the Library Capital Fund for Building Maintenance (97-3) to compensate Lothrop Associates LLP for the Master Plan.

Executive Session

The Board unanimously voted to enter into Executive Session to discuss personnel matters at 8:35a.m. The Board unanimously voted to conclude the Executive Session at 8:52 a.m.

Stipend for IT Services. LG made a motion, seconded by IT, to approve the following resolution, which the Board then passed unanimously: *WHEREAS, internet technology ("IT") services and creation and maintenance of the website of the Larchmont Public Library (the "Library") is essential to the Library's ability to provide services to its patrons; and WHEREAS, contracting with an outside vendor for such services is currently not cost effective and is inefficient; and WHEREAS, the Library employs an individual with the skills and experience necessary to create and maintain its website and provide IT services in accordance with standards established and subject to change by the Library Director (the "Director"); and WHEREAS, the Library wishes to provide additional compensation to this individual in recognition of the performance of these additional duties and to avoid the cost of contracting for these services; now, therefore, BE IT RESOLVED that the Director is authorized to pay Liam Hegarty an annual stipend of \$2,500 for the performance of duties determined appropriate by the Director relating to IT services and the Library website; and BE IT FURTHER RESOLVED that the first payment of \$2,500, less appropriate withholdings and deductions, shall be made in the first payroll after August 9, 2013, and that the same \$2,500 annual stipend shall be paid on a pro rata basis during each subsequent month in which these additional duties and responsibilities are assigned to Mr. Hegarty; and BE IT FURTHER RESOLVED, that the Director is authorized to terminate this stipend in the event Mr. Hegarty is no longer assigned to perform these additional duties and responsibilities.*

Board Chair Dubitsky adjourned the meeting at 8:52 a.m. The next regularly scheduled meeting of the Board will be held on September 11, 2013 at 6:30pm.

Respectfully submitted,

June Hesler
Assistant Director