

**LARCHMONT PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF MEETING**  
**September 11, 2013**

The Larchmont Public Library Board of Trustees met on September 11, 2013 at 6:30 p.m., attended by Board Chair Pamela Dubitsky (PD), Trustees Lauren Gottfried (LG), Maureen LeBlanc (ML), Barbara Liptak (BL), John McGarr (JM), and Iven Taub (IT.), Town of Mamaroneck Liaison Jaine Eney (JE), Friends of the Library Liaison Wendy Raso (WR), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Excused were Trustee Jennifer Conley (JC) and Village Liaison Marlene Kolbert (MK).

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

The Board reviewed and unanimously voted to approve the Minutes of the Board Meeting of June 12, 2013 and the Minutes of the Special Board Meeting of August 9, 2013.

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

WR reported on the many upcoming Friends programs including the Third Annual Scarecrow Fest. LE reported that the Friends agreed to contribute an additional \$2,500 for adult programming and two new museum passes: Children's Museum of Manhattan and The New York Historical Society. PD thanked the Friends for their continued generosity.

**Committee Reports**

**Finance and Budget Committee:**

*End of FY12/13 Review:* JM provided an in-depth review for the Board of the final Performance Report FY2014 and answered Board members' questions regarding the report. PD distributed copies of the Annual Report for FY2013, noting the improvements made to this report as compared with those published in previous years, and stating that the report is available to the public via the library's website and as printed copies in the library.

*Schedule of Bills and Performance Report:* The Board reviewed and unanimously approved the Schedule of Bills dated 7/8/13, 8/3/13, 8/15/13, 9/5/13 and 9/11/13. The Board reviewed the Performance Report dated 9/5/13 for FY13/14.

**Buildings and Grounds:**

**Roof:** LE reported the contract for repair of the roof is expected to be signed on 9/13 with Precision Roofing. PD reported that she and LE had attended August Board Meetings for both the VOL and TOM to discuss bonding for the \$240,000 project, and that both Boards agreed to bond for their respective shares of the Roof Project. LE reported that the library had received a NYS Construction

Grant of \$45,000 for the roofing.

**Transformation Committee:** PD reported a contract was signed with architect Jim Lothrop to create a master plan for the library which will be completed by the end of December.

**Village Center:** PD reported there have been discussions between the library and the Village as to incorporating the Village Center into the library. A policy would be developed by the library staff to allow Larchmont/Mamaroneck residents to use the space.

### **Director's Report**

**Summer Programs:** LE reported on the success of all three Summer Reading Programs, especially the popularity of the new Adult Summer Reading Challenge and the Lifetime Arts sponsored Memoir Writing Workshop. The new downloadable magazine service Zinio was also very popular with patrons over the summer.

**Facilities:** The managing agent for Albee Court has agreed to replace the dilapidated fence between the Albee Court property and the library.

**Circulation:** The Library will receive \$2,500 in Central Library funds via WLS to purchase foreign language audiobooks and DVDs. New fine policies and credit card payment are going smoothly.

**Publicity:** The library received very good media coverage for library events over the summer.

**Personnel:** The Board unanimously approved the hiring, start dates and salaries of the following: Marcos Amigon, part time Library Clerk, \$12.29 an hour; Francesca Lombardo, part time Library Clerk, 8/19/13, \$12.29 an hour; Christine Scott, part time Library Clerk, 8/29/13, \$12.29 an hour; Ryan Madonna, Staff Assistant, 9/3/13, \$49,500 annually; and Sue Eilers, part time Library Clerk, wage increase to \$13.29 an hour

### **Additional Items**

The Board unanimously approved library closures for Easter, April 20, 2014 and Mother's Day, May 11, 2014. The Board unanimously approved rescheduling the January Library Board Meeting to Wednesday, January 15, 2014 at 6:30pm.

### **Executive Session**

The Board voted unanimously to enter into Executive Session at 7:55 p.m to discuss legal matters. The Board voted unanimously to exit the Executive Session at 8:04 p.m.

Board Chair Dubitsky adjourned the meeting at 8:04 p.m. The next regularly scheduled meeting of the Board will be held on October 9, 2013.

Respectfully submitted,  
June Hesler  
Assistant Director