

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

The Larchmont Public Library Board of Trustees met on November 13 , 2013 at 6:30 pm, attended by Board Chair Pamela Dubitsky (PD), Trustees Jennifer Conley (JC), Lauren Gottfried (LG), Maureen LeBlanc (ML), Barbara Liptak (BL), John McGarr (JM), and Iven Taub (IT,) Village Liaison Marlene Kolbert (MK), Friends of the Library Liaison Wendy Raso (WR), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Unable to attend Town Liaison Jaine Elkind Eney (JE)

Board Chair PD called the meeting to order at 6:35 p.m.

The Board reviewed and unanimously approved the Minutes of the Board Meeting of October 9, 2013 and the Special Board meeting of November 1, 2013.

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

WR reported on upcoming programs in December, and the early part of 2014. LegoFest will be held again in late March or early April. The Second Annual Spelling Bee will be held Sunday, April 6<sup>th</sup>. The Friends are researching the idea of Free Little Libraries, which have been built in NYC and in other parts of the country.

**Committee Reports**

**Finance and Budget Committee:**

***Schedule of Bills/Performance Report:*** The Board reviewed and unanimously approved the Schedule of Bills dated 11/7/13 and 11/13/13.

***Fines:*** LE reported Sentry has written software for our Self-Check stations. The software has been installed and the stations will now be compatible with our current fine policy. IT will discuss the fines strategy with LE.

***Budget Process:*** The Finance Committee has been working on a draft of the FY13/14 budget. A preliminary budget meeting with the VOL and TOM has been scheduled.

**Buildings and Grounds:**

***Roof:*** Installation of wider flashings will complete the work.

***Misc:*** Albee Court installed a new fence between the library and the Albee Court property and removed dead and diseased trees on the property line. A new tree to replace the weeping cherry will be given to the Library by the Larchmont Garden Club.

### **Director's Report**

**Personnel:** The following appointments were unanimously approved by the Board: Emily Zenner, part time clerk, effective 12/3/13 at \$12.80 an hour and Emma Dopsch, Library Page effective 10/15/13 at \$8.00 an hour.

**Adult Services:** Librarian Frank Connelly's Poe program drew a large crowd in large part thanks to Geoff Colquitt's publicity. The publicity included a large poster showing Frank in a cemetery and an article in *The Mamaroneck Review*. Frank's next presentation is Charles Dickens' *A Christmas Carol*. Liam Hegarty, Librarian, will present a program on the various devices available for ebooks and eaudiobooks. The reference staff created a holiday gift guide. It can be found in the library, on the website and in the next e-newsletter.

**Publicity:** Staff ID badges are being created and will have library name, position. Staff members were given the option of including their name.

**Gifts:** Donations have been received in memory of Joan Faulkner. In discussions with her daughter, Susan, the money will be used to improve, refurbish or possibly relocate the tutor room which is already named for Joan.

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

The Patch has been sending Iona College journalism students to cover many of our programs.

### **Executive Session**

The Board voted unanimously to enter into Executive Session to discuss legal matters at 7:30 p.m. The Board voted unanimously to exit the Executive Session at 7:42 p.m.

Board Chair Dubitsky adjourned the meeting at 7:50 p.m. The next regularly scheduled meeting of the Board will be held on December 11, 2013.

Respectfully submitted,  
June Hesler  
Assistant Director