

**LARCHMONT PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
SEPTEMBER 10, 2014**

The Larchmont Public Library Board of Trustees met on September 10, 2014 at 6:45 p.m., attended by Board Chair Pamela Dubitsky (PD), Trustees Jennifer Conley (JC), Maureen LeBlanc (ML), Barbara Liptak (BL), John McGarr (JM), and Iven Taub (IT), Village Liaison Marlene Kolbert (MK), Town of Mamaroneck Liaison Abby Katz (AK), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Trustee Lauren Gottfried and Friends of the Library Liaison Wendy Raso were absent from the meeting.

Board Chair Dubitsky called the meeting to order at 6:50 p.m.

The Board reviewed and unanimously approved the Minutes of the Special Board Meeting of August 14, 2014.

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

LE reported that the Friends have presented to the library a check for \$4,700 from the magazine drive. LE also reported that the fourth annual Scarecrow Fest will be held October 18-25, and that the Friends are preparing for Brickfest, to be held in March 2015.

**Committee Reports**

**Finance and Budget Committee:**

***Schedule of Bills and Performance Report:*** The Board reviewed and unanimously approved the Schedule of Bills dated 7/9/14, 8/11/14, 8/13/14, 9/3/14 and 9/10/14. The Board received the Final Fiscal Year 2013/14 Performance Report and the Performance Report dated 9/3/14.

JC made a motion, seconded by JM, 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"), having determined that the purpose of certain Library accounts complies with the mission of the Library Transformation Project, hereby authorizes Village of Larchmont Treasurer Denis Brucianni to dissolve these accounts and move the funds, currently deposited in (1) the Whitehorn Reading Room Trust (T093), in the amount of \$13,630.50, and (2) the Library Capital Fund for Computers/Technology (95-7), in the amount of \$16,033.15, to the Library Capital Fund for Library Transformation Project (H200.40). And Further Resolved, that the Board authorizes the transfer of \$3,940, given by family and friends in memory of former Board Chair Joan Faulkner, and currently deposited in the Board Restricted Fund (T116), to the Library Capital Fund for Library Transformation Project (H200.40)*

**Buildings and Grounds:**

***Transformation:*** PD reported that architect Jim Lothrop has been working on the Schematic Design phase of the architectural drawings for the Transformation Project, and that she and LE will meet with him to review the drawings. PD also reported that the Fundraising Committee is planning events for the Fall and Winter, with the goal of raising \$1.5 million. PD thanked Board members ML and JM for their work in setting up the necessary accounts for donations, and Board member JC for creating a wonderful fundraising brochure.

**Director's Report**

***Personnel:*** LE reported that Kim Larsen has been appointed part-time Teen Librarian and will continue working on children's programs and helping young patrons transition to the teen collection, and that Paul Doherty has been

appointed Technical Services Librarian and will oversee the Library's collections (including running reports). Upon a motion by JC, seconded by JM, the Board unanimously approved the following hires and promotions:

- Emily Zenner, full-time clerk, effective 8/18/14, at an annual salary of \$40,740;
- Stephen Coletti, library caretaker, effective 10/1/14, at an annual salary of \$43,474;
- Justine Pizzo, part-time clerk, effective 9/15/14, at \$12.51/hour;
- Adam Marciano, part-time clerk, effective 9/2/14, at \$12.51/hour;
- Louis Pisciotta, part-time clerk, effective 9/2/14, at \$13.51/hour;
- Lois Broderick, part-time library page, effective 8/26/14, at \$8.00/hour;
- David Richy, promoted to Principal Library Clerk, effective 7/28/14, at an annual salary of \$55,366; and
- George Cuttitto, promoted to Senior Library Clerk, effective 7/28/14, at an annual salary of \$47,277.

*Programs:* LE reported that the Children's Summer Reading Program theme was STEM (Science, Technology, Engineering, Math) and that, as a result, the nonfiction circulation was greatly increased. Children's nonfiction circulation is generally quite low in the summer so this was a particularly nice benefit of the Summer Reading Program. As always, participation in the program and all the CR summer programs was very successful. LE also reported that participation in the Teen Summer Reading Program was similar to last year with teens logging over 1,000 hours of reading time. The Adult's Summer Reading Challenge theme was "New York State of Mind". Patrons were challenged to read fiction and nonfiction books focusing on the regions of New York State. JH also planned corresponding programs that featured New York stories, wines and history. Participation in the Adult Summer Reading Challenge continues to grow each year. The addition of programs helped to increase the popularity and scope of participants. LE reported that upcoming Library programs will include the "Community Read One Book, One Mamaroneck", and that the book to be read by the community will be *I Am Malala*. LE also reported that Library staff will receive training in September as part of the Sensory Storytime grant funded by Better World Books. The training, by library administrator Dan Weiss, provided an overview of ASD (Autism Spectrum Disorder), problems and issues with providing effective customer service to those on the spectrum and their families and specific strategies and ideas for implementing effective library-based programming for the autism community.

*Grants:* LE reported that the Library has submitted an application for a NYS Construction Grant for funds to support the replacement of the outside handicap ramp.

*Conference:* LE reported that she attended a three-day program in July on library design and implementation at Harvard University's School of Design. LE noted that the program provided a complete overview of the library redesign process from conception through construction. The program focused on the many considerations that must be made when undertaking a library redesign and provided both suggestions for success and potential problems.

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

LE reported that the Library received two thank you letters by summer interns and a letter thanking Frank Connelly for his excellent reference assistance.

The Board voted unanimously to enter into Executive Session to discuss legal matters at 8:12 p.m. The Board voted unanimously to exit the Executive Session at 8:40 p.m.

Board Chair Dubitsky adjourned the meeting at 8:40 p.m. The next regularly scheduled meeting of the Board will be held on October 8, 2014.

Respectfully submitted,  
June Hesler  
Assistant Director