

**LARCHMONT PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
OCTOBER 8, 2014**

The Larchmont Public Library Board of Trustees met on October 8, 2014 at 6:45 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), Town of Mamaroneck Liaison Abby Katz (AK), Friends of the Library Liaison Wendy Raso (WR), Library Director Laura Eckley (LE) and Assistant Director June Hesler (JH). Trustee Barbara Liptack and Village of Larchmont Liaison Marlene Kolbert did not attend.

Board Chair PD called the meeting to order at 6:55 p.m.

The Board reviewed and unanimously approved the Minutes of the Board Meeting of September 10, 2014.

Friends of the Larchmont Public Library Liaison Report

WR reported that Frick Museum Director Ian Wardropper spoke at a recent Friends' program and was very well-received, and a September program on Frank Sinatra brought in a new group of people and was enjoyed by many. WR also reported that upcoming programs include author Paul Greenburg, and a program on new American puppetry, and the annual Scarecrow Festival will start on October 18.

Committee Reports

Finance and Budget Committee

Schedule of Bills and Performance Report. The Board reviewed and unanimously approved the Schedule of Bills dated 10/1/14 and 10/8/14. The Board received the Performance Report dated 10/1/14.

Buildings and Grounds

Transformation. The Board discussed whether to include the replacement of the chiller as part of the Schematic Design for the Transformation Project. The Board agreed that doing so made sense for reasons of economy, but that the cost of replacing the chiller would be paid for from capital funds. LG made a motion, seconded by ML, 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 reviewed the Schematic Design prepared for the Library Transformation by the architectural firm Lothrop Associates LLP ("Lothrop"), has determined that, for reasons of economy, the scope of work of the Schematic Design should include certain capital projects already planned for the upcoming fiscal year. And Further Resolved, that in order to include such projects in the Schematic Design, the Board hereby amends the Board's August 2014 resolution to increase the expenditure from \$20,000 to \$21, 955.24 from the Capital Fund for the Library Transformation Project (H200.40) to compensate Lothrop for such Schematic Design.

PD reported that, following completion of the Schematic Design, the architects are prepared to begin the Design Development phase. JM made a motion, seconded by LG, 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 approved the Schematic Design for the Library Transformation Project submitted by the architectural firm Lothrop Associates LLP ("Lothrop"), has

determined the need to proceed with Design Development. And Further Resolved, that the Board, pursuant to the terms of contract between the Library and Lothrop, dated August 14, 2014, authorizes (1) Lothrop to move forward with Design Development and (2) the expenditure of no more than \$50,000 from the Capital Fund for the Library Transformation Project (H200.40) to compensate Lothrop for Design Development.

PD reported that the Library's attorney, Jim Staudt, and architect Jim Lothrop, had recommended obtaining an independent estimate of costs (including value engineering) of the Transformation Project. PD recommended that the Board approve Calgi Construction Management to provide such services. JM 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"), having completed the Schematic Design Phase for the Library Transformation Project submitted by the architectural firm Lothrop Associates LLP ("Lothrop"), has determined the need for independent cost estimating and value engineering of the project plans. And Further Resolved, that the Board authorizes (1) Calgi Construction Management ("Calgi") to provide cost estimating and value engineering services as outlined in Phase One of their July 2014 proposal, and (2) the expenditure of no more than \$10,000 from the Capital Fund for the Library Transformation Project (H200.40) to compensate Calgi for these services.

PD reported that the Transformation Fundraising Committee will host an Open House at the Library on October 26th, inviting the public to tour the Library and view the architect's renderings. A poster announcing the Open House, with drawings by Larchmont resident Donald Robertson, has been posted around the community, and flyers are available at the Library. PD also reported that a Transformation Project fundraising flyer will be mailed to all 10538 residents following the Open House, during the first week of November. On behalf of the Board, PD thanked Mr. Robertson for his generous contribution of drawings to the Transformation Fundraiser, and also thanked the entire Fundraising Committee for their efforts on behalf of the Transformation.

LE reported Village of Larchmont Treasurer Denis Brucciani has set up a merchant account for credit card donations to the Transformation. The Board then unanimously approved the following credit card policy:

In regards to donations made to the Library Transformation Project, (1) refunds of donations will be made if a refund request is received by the Library within 48 hours of processing, (2) credit card information will be shredded immediately after processing, (3) credit card donations will be treated as cash and stored in a locked safe until processed, and (4) credit card donations will be processed within 48 hours of receipt by the Library.

Director's Report

LE reported the following: Kim Larsen has begun her duties as Teen Librarian and has been working to refresh the Teen Room and plan new programs; programs related to the Community Read are underway and participation is very high; LE and JH met with Beth Radow of the League of Women Voters to discuss the possibility of program collaborations; JH is applying for a NYS Humanities grant to kick off the 2015 summer reading challenge; Big Truck Day was part of Public Safety Day this year and was once again an enormously popular event; Children's Librarian Marca McClennon attended ALA's ALSC Institute and returned with many ideas that she is already incorporating into Fall programs in the Children's Room, and; Sensory Storytime, funded by a grant from Better World Books, started in September and has been well received. JH reported on the library's Senior Series of programs in October.

Executive Session

The Board voted unanimously to enter into Executive Session to discuss personnel and legal matters at 8:00p.m. The Board voted unanimously to exit the Executive Session at 8:14p.m.

Board Chair Dubitsky adjourned the meeting at 8:14 p.m. The next regularly scheduled meeting of the Board will be held on November 12, 2014.

Respectfully submitted,
June Hesler
Assistant Director