

LARCHMONT PUBLIC LIBRARY

BOARD OF TRUSTEES

April 9, 2025

The Larchmont Public Library Board of Trustees will hold its next regularly scheduled meeting on April 9, 2025 at 6:30 PM. Please call Andrew Farber (914-834-1977) or e-mail him (afarber@larchmontlibrary.org) if you are unable to attend.

AGENDA

- Friends of the Library Report
- Approval of Library Board Meeting Minutes for March 19, 2025.
- Committee Reports
 - Finance
 - Approval of Bills
 - 2025/2026 Budget
 - Facilities
 - Update on facilities issues
 - Centennial
 - Update on Committee
- Library Director's Report
 - Personnel
 - Update on weekend custodian
 - Additional Items
 - Elevator grant update
 - Union negotiation update
 - WLS app update
 - Annual report
 - Children's room furniture requests update
 - July 4th Holiday Weekend
- Hear Members of the Public
- Executive Session
- Adjournment

**Larchmont Public Library
Board of Trustees
Minutes of Meeting
March 19, 2025**

The Larchmont Public Library Board of Trustees met on 3/19/25, attended by Library Board Chair Lauren Gottfried (LG), Library Trustees Jill Brennick (JB), Linnet Tse (LT), Galit Lopatin Bordereau (GLB), Barbara Flickinger (BF), Celeste Sharpe (CS), Barbara Liptack (BL), Village of Larchmont Liaison Dana Post (DP), Town of Mamaroneck Liaison Sabrina Fiddelman (LSF), Friends Liaison Ellie Berlin (EB), Library Director Andrew Farber, Head of Reference Paul Doherty (PD), and Library Staff Assistant Janet Regan (JR).

Library Board Chair LG called the meeting to order at 6:33 pm.

Minutes

The Board unanimously approved the minutes for the 2/12/25 Library Board Meeting with the correction that the Centennial Committee will meet regularly.

Board

LG welcomed everyone to the meeting.

Friends

EB reported on their successful fundraising for 2024. The Friends and LG took the donors out to lunch to thank them.

Committee Reports

Finance

Schedule of Bills and Performance Report: The Board unanimously approved the schedule of bills and the additional list of bills dated 3/19/25.

Centennial

JB reported meeting with Jackie Pare, who does program for the Friends. Ideas for future programming was discussed. PD shared information on possible programs that the Library would host.

Facilities

No major facilities issues have occurred this month.

Planning started to move collection as needed when the elevator is out of order during retrofit. AF reported that the elevator grant downpayment check will go out. The Library has received 90% of grant amount. It will take 14 weeks to receive the parts needed for the work and the work is expected to take 6 weeks.

LG reported that SAM grant checks are still outstanding for the roof replacement. The grants been sent to legislation to approve the checks.

Resolutions

GB made a motion to approve the resolution to hire Kristi Farrell as a Librarian I Children's Services with an appointment date of 2/23/25 and an effective start date of 3/25/25 at the annual salary of \$75,976. CS seconded the motion.

LT made a motion to approve the resolution to hire Susan Kramer as a Librarian I PTA with a start date of 3/6/25 at the hourly rate of \$36.48. JB seconded the motion.

BF made a motion to approve the hire of Grace Pettinelli as a Library Page with a start date of 3/20/25, at the hourly rate of \$16.50. CS seconded the motion.

GLB made a motion to approve the resolution to accept the Otis Elevator maintenance contract at a cost of \$7200 a year. LT seconded the motion.

BL made a motion to approve the NYS annual report. BF seconded the motion.

CS made a motion to close the Library on Easter Sunday, 4/20/25. BF seconded the motion.

Director's Report

The Library has launched it's new museum pass online booking software, MuseumKey. Staff have reported that it is working well and they are happy with it.

AF attended the Westchester Library Association conference. Both legislators and librarians spoke at the meeting.

The union met to negotiate the new contract, with the next meeting scheduled for 4/3.

The new WLS app has been experiencing problems; patrons are being repeatedly logged out of the app, loading time is slow, and patrons may have to manually update the app.

Library Interiors will be visiting the Children's room to create an estimate to close in the office and replace the current rocking chairs with non-rocking chairs, as well as replace the old and unneeded audio cd shelving.

The children's librarian, Linnea Moosmann visited the local schools to share her Youtube book club videos and winter blues list.

The Library is interviewing cleaners for weekends and snow days.

The meeting went into Executive session 7:11 and left executive session at 8.

The meeting was adjourned at 8:02.

Respectfully Submitted,
Andrew Farber
Library Director

ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 4/9/25
OPERATING EXPENSE

PERSONNEL

PAYROLL (3.21.25)	\$	45,997.31	
EMERG COMP	\$	382.51	
SOC SEC	\$	3,548.06	
			\$ 49,545.37
PAYROLL (4.4.25)	\$	46,347.99	
EMERG COMP	\$	590.70	
SOC SEC	\$	3,590.81	
			\$ 49,938.80

HEALTHCARE

\$ -

ELECTRICITY

\$ -

4/9/2025
FY 25

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	\$ 3,373.36
	BAKER & TAYLOR		BOOKS -MARCH	\$ 4,097.53
	CHASE		SEE ATTACHED	\$ 1,576.19
	COLLER INDUSTRIES		NAME TAGS	\$ 25.38
	DAWN HALASZ		CHILDREN'S PROGRAM - DAWNY DEW	\$ 150.00
	DELAGE LANDEN		COPIER - (4.15.25-5.14.25)	\$ 220.70
	DEMCO		LIBRARY SUPPLIES	\$ 114.80
	FOLEY HARDWARE		LIBRARY SUPPLIES	\$ 36.88
	JANET REGAN		MILEAGE	\$ 16.66
	OCLC,INC.		MUSEUM KEY	\$ 586.29
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	\$ 7,738.38
	PRONGHORN SOCCER		CHILDREN'S PROGRAM - TWO SESSIONS	\$ 200.00
	ST. AUGUSTINE' S CHURCH		PARKING - FEBRUARY	\$ 312.50
	STAPLES		LIBRARY & COMPUTER SUPPLIES	\$ 339.24
	SUNOCO		FUEL OIL - DELIVERY 3.17.25	\$ 1,861.86
	TONI MCKEEN		ADULT PROGRAM - RENOIR	\$ 200.00
	TOWN OF MAMARONECK		SEWER BILL - 121 LARCHMONT	\$ 2,653.20
	TOWN OF MAMARONECK		SEWER BILL - 119 LARCHMONT	\$ 2,641.41
	VERIZON		STATEMENT - 3/18/25	\$ 304.60
	WB MASON		LIBRARY SUPPLIES	\$ 248.02
				\$ 26,697.00

Chase Card Breakdown Last 3 Months							
	APRIL	MARCH	FEBRUARY	FY24-25	FY23-24	FY 22-23	FY 21-22
Program Supplies	209.00			\$ 5,862.75	\$ 8,152.96	\$ 8,966.91	\$ 1,860.18
Conf and Dues	38.50	985.00	254.94	\$ 4,724.86	\$ 2,668.21	\$ 989.78	\$ 1,806.63
Library Supplies				\$ 147.20	\$ 2,008.98	\$ 1,765.29	\$ 1,051.73
Communications	715.14		535.45	\$ 3,282.87	\$ 2,964.02	\$ 3,242.57	\$ 3,441.35
Office Equipment				\$ 47.99	\$ 154.98	\$ 3,082.13	\$ 877.48
Postage	219.00			\$ 368.81	\$ 497.77	\$ 566.07	\$ 572.76
Comp. Supplies				\$ -	\$ -	\$ -	\$ -
Books				\$ 288.09	\$ 4,533.07	\$ 1,752.20	\$ 241.04
DVD				\$ 935.82	\$ 5,627.97	\$ 2,714.24	\$ -
Periodicals	74.75		1025.96	\$ 3,320.82	\$ 5,627.97	\$ 3,261.19	\$ 2,993.32
Build. Maint.				\$ -	\$ 2,694.50	\$ 1,434.52	\$ 1,904.92
B & G Supplies			133.96	\$ 3,741.15	\$ 761.81	\$ -	\$ 201.85
Misc.				\$ -	\$ -	\$ -	\$ 78.00
Bldg Equipment				\$ 823.25	\$ 401.72	\$ 1,149.50	\$ 3,159.40
Credits				\$ -	\$ -	\$ -	\$ -
E books				\$ -	\$ -	\$ -	\$ -
Service contract	319.80	850.00		\$ 1,169.80	\$ -	\$ 850.00	\$ 750.00
Cirulation Maintenance				\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -
Total	1576.19	1835.00	1950.31	\$ 24,713.41	\$ 34,431.46	\$ 29,774.40	\$ 18,938.66
						\$ -	\$ -
Amazon Breakdown						\$ -	\$ -
						\$ -	\$ -
Prog Supplies	449.89	61.81		\$ 1,753.17	\$ -	\$ 1,375.83	\$ 3,033.12
Conf and Dues				\$ 59.97	\$ -	\$ -	\$ -
Library Supplies	17.9	236.65	204.68	\$ 1,743.43	\$ -	\$ 1,369.15	\$ 962.60
Office Equipment	159.99	37.65		\$ 197.64	\$ -	\$ -	\$ 32.95
DVDs	381.87	421.54	197.16	\$ 3,482.99	\$ -	\$ 4,923.00	\$ 7,460.77
Books	2364.04	778.23	1473.97	\$ 9,304.41	\$ -	\$ 2,065.73	\$ 2,119.65
Comp Supplies				\$ -	\$ -	\$ 1,549.93	\$ 296.69
Communications		96.96		\$ 96.96	\$ -	\$ -	\$ -
CDs				\$ -	\$ -	\$ -	\$ -
Audiobooks				\$ -	\$ -	\$ -	\$ -
B & G Supplies		613.42		\$ 613.42	\$ -	\$ 33.44	\$ 398.05
Bldg Equip				\$ -	\$ -	\$ 85.78	\$ -
Credits				\$ -	\$ -	\$ (174.20)	\$ -
Total	3373.69	2246.26	1875.81	\$ 17,251.99	\$ -	\$ 11,228.66	\$ 14,303.83