

LARCHMONT PUBLIC LIBRARY

BOARD OF TRUSTEES

May 14, 2025

The Larchmont Public Library Board of Trustees will hold its next regularly scheduled meeting on May 14, 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 April 9, 2025.
- Committee Reports
 - Finance
 - Approval of bills
 - Facilities
 - Update on facilities issues
 - Centennial
 - Update on committee
- Library Director's Report
 - Additional Items
 - Stipend for Iven Taub
 - CSEA MOA
 - Village Center Quotes
 - Children's Room Elevator Quote
- Hear Members of the Public
- Adjournment

**Larchmont Public Library
Board of Trustees
Minutes of Meeting
April 9, 2025**

The Larchmont Public Library Board of Trustees met on 4/9/25, attended by Library Board Chair Lauren Gottfried (LG), Library Trustees Jill Brennick (JB), Linnet Tse (LT), Barbara Liptack (BL), Galit Lopatin Bordereau (GLB), Barbara Flickinger (BF), Celeste Sharpe (CS), Town of Mamaroneck Liaison Sabrina Fiddelman (LSF), Friends of Larchmont Liaison Ellie Berlin (EB), Library Director Andrew Farber, Head of Reference Paul Doherty (PD), and Library Staff Assistant Janet Regan (JR). Village of Larchmont Liaison Dana Post (DP) was not present.

Library Board Chair LG called the meeting to order at 6:31 pm.

Minutes

The Board unanimously approved the minutes for the 3/12/25 Library Board meeting.

Board

LG welcomed everyone to the meeting.

LT alerted the Board that they will be receiving the annual Board evaluation in the next few weeks.

Friends

The Friends of the Larchmont Library discussed fundraising opportunities and future programming. They will not be running their annual spelling bee this year. Trivia night is happening tonight.

EB offered to have the Friends contribute \$4500 towards eBook purchases to help with the Library's budget shortfall.

Committee Reports

Finance

Schedule of Bills and Performance Report: The Board unanimously approved the schedule of bills and the additional list of bills dated 4/9/25.

The Board discussed the 2025-2026 budget as well as the shortfall in the 2024-2025 budget due to unexpected building expenses and higher-than-expected benefit costs.

Centennial

The Centennial committee did not meet this month.

Facilities

AF reported that there were no facility issues in the past month.

LG reported on the Village's solar panel grant and the structural reporting needed for our roof warranties.

Resolutions

CS made a motion to approve the resolution that we accept the 2025-2026 budget as presented. BL seconded. The resolution was unanimously approved.

JB made a motion to approve the resolution that the Library close on July 5th. CS seconded. The resolution was unanimously approved.

Director's Report

The staff requested that the Library close on July 5th as it has previously done. Currently, it is closed on July 4th and July 6th.

WLS has completed its work of replacing the public computers with new ones.

WLS has updated its app and hopes that this will fix the reported problems with it.

WLS has accepted the annual report.

AF discussed the possible outcome of federal budget cuts to the IMLS, but there is considerable uncertainty about how they will currently affect libraries.

AF discussed the 2024-2025 budget and the unexpected expenses for building repairs. The staff have adjusted spending to help with the unexpected expenses.

The children's department has alerted AF that the rocking chairs in the children's room should be replaced.

CSEA will vote to ratify the proposed union contract within the next month.

AF reported that the Library has not found a weekend custodian.

The board moved to executive session at 7:22 to discuss the CSEA contract and left executive session at 7:46.

The meeting adjourned at 7:46 pm. The next scheduled Board Meeting will be held on 5/14/25 at 6:30 pm.

Respectfully Submitted,
Andrew Farber
Library Director

5/14/2025

FY 25

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	\$ 2,054.86
	ATLANTIC WESTCHESTER		QUARTERLY MAINTENANCE (4.15.25-7.14.25)	\$ 6,568.50
	ATLANTIC WESTCHESTER		CREDIT FOR DAIKEN BOARD - (covered under warranty)	\$ (1,436.00)
	BAKER & TAYLOR		BOOKS -MARCH	\$ 3,353.51
	CAVENDISH SQUARE		BOOKS - STANDING ORDER	\$ 186.03
	CHASE		SEE ATTACHED	\$ 338.80
	CHRIS MCCORMACK		ADULT PROGRAM - 2 SESSIONS - TRAVEL - MONGOLIA & JAPAN	\$ 200.00
	CITRON		WATER FOUNTAIN - FILTER CHANGE	\$ 350.00
	CLEANING SYSTEMS		BUILDING CLEANING SUPPLIES	\$ 435.45
	DELAGE LANDEN		COPIER - (5.15.25-6.14.25)	\$ 220.70
	DEMCO		LIBRARY SUPPLIES	\$ 121.42
	EUGENIA NIKOLOPOULOU		MILEAGE REIMBURSEMENT	\$ 131.78
	EUGENIA NIKOLOPOULOU		TRAIN FARES - PAID FOR HERSELF AND C. CUNNINGHAM NY-PHILADELPHIA - ALA	\$ 194.00
	FOLEY HARDWARE		LIBRARY SUPPLIES	\$ 27.09
	FRANCESCA MUSTACCHIA		ADULT PROGRAM - TRACING MERIDIANS Along the 24 Hour Cycle	\$ 150.00
	FREDI B DESIGN		WEBSITE MAINTENANCE - JAN/FEB/MARCH	\$ 360.00
	KIM LARSEN		YA PROGRAM EXPENSES	\$ 134.37
	KIM LARSEN		YA PROGRAM EXPENSES	\$ 40.56
	NABER ELECTRIC		DISCONNECT LIGHT IN VC - BUZZING NOISE	\$ 412.50
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	\$ 3,740.72
	POUND RIDGE LIBRARY		ADULT PROGRAM - SHARED EXPENSE	\$ 50.00
	PRECISION ROOFING		ROOF MAINTENANCE	\$ 1,950.00
	ROBERT MARKOWITZ		CHILDREN'S PROGRAM - Robert the Guitar Guy April/May) 7 sessions	\$ 1,225.00
	ST. AUGUSTINE' S CHURCH		PARKING - MAY	\$ 312.50
	STONY BROOK FDN/P-K		ADULT WORKSHOPS - 9 SESSIONS	\$ 225.00
	SUNOCO		APRIL FUEL DELIVERY	\$ 1,431.22
	VANGUARD ID		LIBRARY CARDS - 2500	\$ 1,248.23
	VERIZON		STATEMENT - 4/18/25	\$ 305.37
	VERIZON BUSINESS		STATEMENT 4/10/25	\$ 2.80
	VINCENT TOOMEY		LEGAL SERVICES (4/1/25-4/30/25)	\$ 1,070.00
	VINCENZA MADONIA		ADULT PROGRAM - CHAIR YOGA 4.18-5.23 (6 SESSIONS)	\$ 300.00
	WB MASON		LIBRARY SUPPLIES	\$ 66.77
	WESTCHESTER LIBRARY SYSTEM		LAPTOP SUPPORT - 4/2025-12/2025	\$ 1,800.00
				\$ 27,571.18

ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 5/14/25
OPERATING EXPENSE

PERSONNEL

PAYROLL (4.18.25)	\$	48,974.57	
EMERG COMP	\$	478.78	
SOC SEC	\$	3,783.18	
			\$ 52,757.75
 PAYROLL (5.2.25)	\$	47,403.48	
EMERG COMP	\$	159.59	
SOC SEC	\$	3,638.54	
			\$ 51,042.02

HEALTHCARE

MARCH	\$	28,095.93	
APRIL	\$	31,054.99	\$ 59,150.92

ELECTRICITY

FEBRUARY	\$	4,946.05	
MARCH	\$	4,572.12	
			\$ 9,518.17

Chase Card Breakdown Last 3 Months								
	MAY	APRIL	MARCH		FY24-25	FY23-24	FY 22-23	FY 21-22
Program Supplies		209.00			\$ 6,847.75	\$ 8,152.96	\$ 8,966.91	\$ 1,860.18
Conf and Dues	171.02	38.50	985.00		\$ 3,910.88	\$ 2,668.21	\$ 989.78	\$ 1,806.63
Library Supplies					\$ 147.20	\$ 2,008.98	\$ 1,765.29	\$ 1,051.73
Communications	134.25	715.14			\$ 3,417.12	\$ 2,964.02	\$ 3,242.57	\$ 3,441.35
Office Equipment					\$ 47.99	\$ 154.98	\$ 3,082.13	\$ 877.48
Postage					\$ 149.81	\$ 497.77	\$ 566.07	\$ 572.76
Comp. Supplies		219.00			\$ 219.00	\$ -	\$ -	\$ -
Books					\$ 288.09	\$ 4,533.07	\$ 1,752.20	\$ 241.04
DVD					\$ 935.82	\$ 5,627.97	\$ 2,714.24	\$ -
Periodicals					\$ 3,246.07	\$ 5,627.97	\$ 3,261.19	\$ 2,993.32
Build. Maint.		74.75			\$ 74.75	\$ 2,694.50	\$ 1,434.52	\$ 1,904.92
B & G Supplies	33.53				\$ 3,774.68	\$ 761.81	\$ -	\$ 201.85
Misc.					\$ -	\$ -	\$ -	\$ 78.00
Bldg Equipment					\$ 823.25	\$ 401.72	\$ 1,149.50	\$ 3,159.40
Credits					\$ -	\$ -	\$ -	\$ -
E books					\$ 850.00	\$ -	\$ -	\$ -
Service contract		319.80	850.00		\$ 319.80		\$ 850.00	\$ 750.00
Cirulation Maintenance					\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -
Total	338.80	1576.19	1835.00		\$ 25,052.21	\$ 34,431.46	\$ 29,774.40	\$ 18,938.66
								\$ -
Amazon Breakdown								\$ -
								\$ -
Prog Supplies	247.53	449.89	61.81		\$ 2,000.70		\$ 1,375.83	\$ 3,033.12
Conf and Dues					\$ 59.97			
Library Supplies	169.96	17.9	236.65		\$ 1,913.39		\$ 1,369.15	\$ 962.60
Office Equipment		159.99	37.65		\$ 197.64		\$ -	\$ 32.95
DVDs	503.71	381.87	421.54		\$ 3,986.70		\$ 4,923.00	\$ 7,460.77
Books	1131.18	2364.04	778.23		\$ 10,435.59		\$ 2,065.73	\$ 2,119.65
Comp Supplies					\$ -		\$ 1,549.93	\$ 296.69
Communications			96.96		\$ 96.96		\$ -	\$ -
CDs					\$ -		\$ -	\$ -
Audiobooks					\$ -		\$ -	\$ -
B & G Supplies	16.18		613.42		\$ 629.60		\$ 33.44	\$ 398.05
Bldg Equip					\$ -		\$ 85.78	\$ -
Credits							\$ (174.20)	\$ -
Total	2068.56	3373.69	2246.26		\$ 19,320.55		\$ 11,228.66	\$ 14,303.83

Otis Service and Repair Order

5/6/2025

CUSTOMER NAME

Larchmont Public Library
121 Larchmont Ave
Larchmont, NY 10538

OTIS ELEVATOR COMPANY

1 ODELL PLAZA, SUITE 120
YONKERS, NY 10701

OTIS CONTACT

Rosemary Cline
Phone: (332) 225-7308
Email: Rosie.Cline@otis.com

PROJECT LOCATION

Larchmont Public Library
121 LARCHMONT AVE
LARCHMONT, NY 10538-3793

PROPOSAL NUMBER

QTE-002167500

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
H26505	

SCOPE OF WORK

Otis Elevator will provide a team of mechanics to assist with the installation of new door edges.

Otis Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

PRICE

\$5,600.00

Five thousand six hundred dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of \$5,600.00.

PAYMENT TERMS:

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

Larchmont Public Library

Otis Elevator Company

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: Danielle Stam

Title: _____

Title: GM, Yonkers

Email: _____

Email: _____

Company Name: Larchmont Public Library

☐ Principal, Owner or Authorized Representative of
Principal or Owner

☐ Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND

THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

Proposal # P2521388-1

05/08/2025

Larchmont Public Library
121 Larchmont Avenue
Larchmont, NY 10538

Contact: Andrew Farber
Email: afarber@larchmontlibrary.org
Phone: 914-834-1977 | Fax:

Job: Larchmont Public Library - Village Center

CONTRACT:

Shaw Industries, Inc. OGS# PC70142

-
- | | |
|---|------------|
| <ul style="list-style-type: none">• FURNISH
HARD SURFACE - UNCOMMON GROUND 6in
Color: To be Selected
Shaw Industries, Inc. OGS# PC70142
2,602 SF @ \$3.35 | \$8,716.70 |
| <ul style="list-style-type: none">• FURNISH & INSTALL
LVT/VCT Demolition (standard)
Shaw Industries, Inc. OGS# PC70142
3,185 SF @ \$1.17
NYS OGS List Price \$2.34 | \$3,726.45 |
| <ul style="list-style-type: none">• FURNISH & INSTALL
Skimcoat - Labor & Material (LVT requires two skimcoats)
Shaw Industries, Inc. OGS# PC70142
2,402 SF @ \$2.73
NYS OGS List Price \$3.03 | \$6,557.46 |
| <ul style="list-style-type: none">• INSTALL
LVT Installation (no pattern; excludes materials)
Shaw Industries, Inc. OGS# PC70142
2,602 SF @ \$2.70
NYS OGS List Price \$6.01 | \$7,025.40 |



Proposal # P2521388-1

Price Includes: Removal of Double Layer VCT & 4" Cove Base Material and Labor throughout

Grand Total	\$26,026.01
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We at Milburn Mills look forward to serving your needs. If you have any questions or concerns, please feel free to contact me at the number listed. Thank you.

Sincerely,
Andrea Marino
Account Executive

(See next page for acceptance)

Setting a Higher Standard in Floor Covering

20 35th Street, Copiague, NY 11726 • Tel: 631.842.1600 / Fax: 631.768.9056 • milburnflooring.com

Proposal # P2521388-1

We hereby propose to furnish material and labor complete in accordance with the above specifications for the sum of: Twenty-six thousand twenty-six and 01/100 dollars.

All material is guaranteed to be as specified, and all work will be completed in a workman-like manner according to standard practices. Our installers are not responsible for the following:

1. The removal of plumbing fixtures, electrical fixtures, or gas appliances
2. The connecting and/or disconnecting of IT related equipment (computers, printers, etc.)
3. The cutting of doors
4. Obstacles and breakables which have not been cleared from the work area at the time of installation
5. Damage due to structural settling or movement

Customer understands that there may be dye-lot variations from samples. Carpet pile crushing, matting, soiling, roll marks or tile shade variations are not considered to be manufacturing defects. For Wood/Sports Flooring, customer is responsible for:

1. Removal of all gym equipment
2. Allowing a minimum of 72 hours of recovery time before any activities are resumed
3. Maintenance of athletic schedule to ensure all practices and activities will be held during appropriate times
4. Taking necessary precautions regarding fire alarms while work is being performed

Note: This proposal may be withdrawn by us if not accepted within 60 days.

TERMS & CONDITIONS: Payment shall be made to Milburn Sales Co. Inc., d.b.a. Milburn Flooring Mills, Copiague, New York 11726, for the amount owed as follows: 33% deposit required to proceed with sales order; 33% payment due prior to shipping; balance due upon job completion. Proper supporting documentation such as materials provided, services rendered, and certified payroll shall be provided with all payments. If any invoice is not paid when due, interest may be added to and payable on all overdue amounts at the maximum percentage allowed under applicable New York laws. Customer shall pay all costs of collection, including without limitation, reasonable attorney fees. Notification via certified mail of any concerns in quality of service or materials must be received immediately upon completion of service. Milburn Sales Co, Inc.'s acceptance of award or purchase order in no way indicates an agreement of issuers terms and conditions.

INSTALLATION WARRANTY: Milburn Flooring is proud to offer an extended 18-month guarantee on all new flooring installations. During this 18-month timeframe if an installation issue exists please contact your salesperson for assistance so we may schedule a site inspection to determine the appropriate corrective action. Delays in payment may result in cancellation of warranty work. All warranty issues that may be present in no way shall defer payment(s) due. Warranty work relating to Material Issues may require manufacturer inspection prior to work being performed. Performing work prior to manufacturer approval of warranty claim may void the warranty and all necessary work will be required to be paid by the customer. Please note: Installation issues that are reported outside the 18-month timeframe will be handled on a case by case basis and may constitute a new Proposal and Purchase Order prior to starting any work.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature of Acceptance

Print Name

Date

Setting a Higher Standard in Floor Covering

20 35th Street, Copiague, NY 11726 • Tel: 631.842.1600 / Fax: 631.768.9056 • milburnflooring.com

DATE	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<p>FLOOR PROJECT: Village Center room, Kitchen, Hallway between and Bathrooms The hallway between the Electric Room and the Village room</p> <p>1- DEMO: Remove old Vinyl commercials Tile, remove Vinyl Baseboard Approximately 3350 SF. Floor Tile and 360 Lf bas</p> <p>Material \$550.00 Labor \$7,300.00</p> <p>2- INSTALLATION: Prepare floor for new installation Supply and install new 12x12 vinyl commercial tiles. Color tiles will be chosen from the property. Supply and install new Vinyl Baseboard Approximately 3350 SF. Floor Tile and 360 Lf base</p> <p>Material \$15,200.00 Labor \$12,300.00</p>		

	<p>3- Paint: Walls, Village Center room, Kitchen, Hallway between Teck Room and Bathrooms The hallway between the Electric Room and the Village room Prepare walls as needed with plaster primer and paint complete</p> <p>Material Labor</p> <p>4- Doors Quantity 25: Supply paint, Prep, and paint Metal doors and frames</p> <p>Material Labor</p> <p>5- Provide Cleaning and remove the debris from the Property</p> <p>6- Tech Hallway floor where blue tile is now: Remove the floor tile and remove the Base Supply and install new tile at approximately 130 SF. Supply and install new Base Vinyl Remove the debris from the property.</p> <p>Material Labor</p> <p>❖ Taxes</p>	<p>\$1,350.00 \$5,500.00</p> <p>\$650.00 \$3,600.00</p> <p>\$850.00</p> <p>\$350.00 \$1,000.00</p>	
TOTAL			\$48,650.00

THANK YOU FOR YOUR BUSINESS!



NABER CORP. ELECTRIC

1025 Saw Mill River Road, Yonkers NY
(914) 941-2244 | Fax (914) 923-3022

PROPOSAL

Commercial

Industrial

Residential

April 24, 2025 *Revised
February 4, 2025

Larchmont Public Library
121 Larchmont Avenue
Larchmont, NY 10538
Attn: Janet Regan

Phone: 914-834-2281

Email: jregan@wlsmail.org

Re: Larchmont Library
121 Larchmont Ave
Larchmont, NY

We herewith submit our proposal for electrical work to be performed at the above referenced project in accordance with the following specifications.

Scope of Work

- A. Remove eighteen (18) 2'x2' light fixtures.
- B. Provide and install twelve (12) new 2'x2' LED flat panel light fixtures.
- C. Provide and install six (6) new 2'x2' LED flat panel light fixtures with emergency battery backup.
- D. Wire eighteen (18) 2'x2' fixtures for 0-10v dimming.
- E. Remove eight (8) old dimming switches.
- F. Provide and install eight (8) new 0-10v dimming switches.

Our price for the above referenced project shall be in the amount of **Twelve Thousand One Hundred and Twenty Dollars** **\$12,120.00**

QUALIFICATIONS:

- 1. All GC work such as rubbish removal, patch and paint are excluded.
- 2. All excavating, trench, encasements, backfill, concrete or light bases by others.
- 3. EMT and MC cable as per local code for all branch circuit wiring.
- 4. **WORK IS LIMITED TO ABOVE REFERENCED SCOPE. ANY WORK OVER AND ABOVE THIS SCOPE WILL BE BILLED OUT ACCORDINGLY.**
- 5. No asbestos work, abatement, and/or standby for same.
- 6. This contractor's installation shall conform to local code, rules and regulations.
- 7. This contractor's work performed during standard electrician's workday.
- 8. Umbrella Insurance Exclusion Designated Work and Designated Ongoing Operations: Exterior work over 30', or 2 stories, whichever is closer to the ground; or any project that involves adding stories to an existing structure, whether performed by any insured or subcontractors on any insured's behalf. However, work performed on flat roofs up to 75' or 5 stories whichever is closer to the ground, where access to the roof is provided inside the building is covered.
- 9. Umbrella Insurance requirements in excess of \$5m are excluded; should additional coverage be required additional costs will be billed accordingly.
- 10. Naber Electric, Corp. shall not be held liable for errors or omissions in design by others nor inadequacies of material and equipment specified/supplied by others.

If you should you require any additional information, please do not hesitate to contact our office.

Respectfully Submitted,
Eugene Spratt
Naber Electric Corp.

Memorandum of Agreement

This Memorandum of Agreement is made and entered into by and between the Larchmont Public Library (the “Library”) and Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO, Larchmont Public Library Unit #8221-01, Westchester County Local 860, (the “CSEA” and/or “Union”).

WHEREAS the parties have engaged in negotiations in good faith in an effort to arrive at a successor agreement to the one that expires on May 31, 2025, and

WHEREAS the parties have arrived at a tentative agreement covering the period June 1, 2025-May 31, 2028. The contents of which are contained in this Memorandum of Agreement, which is subject to ratification by the membership of the CSEA as well as the Larchmont Public Library Board:

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties that the following shall constitute the terms and conditions of a successor collective bargaining agreement to the June 1, 2023-May 31, 2025 Agreement, subject to the ratification process referenced above.

1. All proposals not addressed by this memorandum of agreement are withdrawn.
2. All provisions of the collective bargaining agreement which expires on May 31, 2025 shall be incorporated into a successor agreement except as modified by this Memorandum of Agreement.
3. ARTICLE 11
Amend the Article title Sick Leave/Maternity Leave Article to Sick Leave/Parental Leave.
4. ARTICLE 11, Section A, Paragraph 2
Add a second sentence that states: For the use of Family Sick Leave, family is to include spouse, domestic partner, child, stepchildren, mother, father and stepparents.
5. ARTICLE 11, Section E
Amend Section Title from Maternity Leave/Child Rearing Leave to Parental Leave
6. ARTICLE 11, Section E
Change the first sentence to state: In accordance with New York State disability laws, staff members unable to work because of the birth of a child, care after birth of an employee’s child, adoption or foster care placement of a child with the employee, are entitled to a leave of absence without pay of up to six months.
7. ARTICLE 11, Section E, Paragraph 2
Change to state: Parental leave requests must be submitted in writing two weeks prior to the date of leave.

8. ARTICLE 12

Section A

Effective June 1, 2025, employees with ten (10) completed years of service, but less than fifteen (15) completed years of service as of their anniversary date of employment in any year, will receive a payment of \$1,475.00 in the calendar year.

Effective June 1, 2026, the longevity payment shall be \$1,525.00

Effective June 1, 2027, the longevity payment shall be \$1,575.00

Section B

Effective June 1, 2025, employees with fifteen (15) completed years of service, but less than twenty (20) completed years of service as of their anniversary date of employment in any year, will receive a payment of \$1,625.00 in the calendar year.

Effective June 1, 2026, the longevity payment shall be \$1,675.00

Effective June 1, 2027, the longevity payment shall be \$1,725.00

Section C

Effective June 1, 2025, employees with twenty (20) completed years of service or more as of their anniversary date of employment in any year, will receive a payment of \$1,875.00 in the calendar year.

Effective June 1, 2026, the longevity payment shall be \$1,925.00

Effective June 1, 2027, the longevity payment shall be \$1,975.00

9. ARTICLE 13, Section A – Second Sentence

Change one (1) week after death to thirty (30) days from the date of death.

10. ARTICLE 16, Section D

Amend Subsection A to: Effective June 1, 2025, the Library's combined payment in lieu of dental and vision insurance shall be increased to \$1,600 per employee, which shall be paid in the amount of \$800 for the second half of calendar year 2025, and \$800 for the first half of calendar year 2026.

Amend Subsection B to: Effective June 1, 2026, the Library's combined payment in lieu of dental and vision insurance shall be increased to \$1,650 per employee, which shall be paid in the amount of \$825 for the second half of calendar year 2026, and \$825 for the first half of calendar year 2027.

Add – new Subsection C,

Effective June 1, 2027, the Library's combined payment in lieu of dental and vision insurance shall be increased to \$1,700 per employee, which shall be paid in the amount of \$850 for the second half of calendar year 2027, and \$850 for the first half of calendar year 2028.

11. Article 16, Section E
Amended to read: Individual Plan \$2,500 and Family Plan \$6,500
12. Article 20 - Amend to read:
Effective June 1, 2025, each step of the salary schedule in effect shall receive a three percent (3.0%) increase.

Effective June 1, 2026, each step of the salary schedule in effect shall receive a three percent (3.0%) increase.

Effective June 1, 2027, each step of the salary schedule in effect shall receive a three percent (3.0%) increase.
13. Article 25, Section A
Amended to read: This Agreement shall be in effect on June 1, 2025, and shall remain in effect through May 31, 2028 or until a successor agreement is negotiated. The parties further agree that negotiations on any item contained in June 1, 2025 through May 31, 2028 collective bargaining agreement will not be reopened during the life of that agreement unless mutually agreed upon.

Dated: April __, 2025

For the Library:

Andrew Farber
Library Director

President, Library Board

For the CSEA:

Michael Lombardi
Labor Relations Specialist