

LARCHMONT PUBLIC LIBRARY

BOARD OF TRUSTEES

September 10, 2025

The Larchmont Public Library Board of Trustees will hold its next regularly scheduled meeting on September 10, 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 July 9, 2025.
- Committee Reports
 - Finance
 - Approval of bills
 - Facilities
 - Update on facilities issues
 - Centennial
 - Update on committee
- Library Director's Report
 - Additional Items
 - Village Center Renovations
 - Elevator Retro-Fit
 - ALA highlights
- Hear Members of the Public
- Adjournment

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

The Larchmont Public Library Board of Trustees met on 7/9/25, 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), Town of Mamaroneck Liaison Sabrina Fiddelman (LSF), Friends Liaison Ellie Berlin (EB), Library Director Andrew Farber, Head of Reference Paul Doherty (PD) and member of public Armen Nishanian (AN). Barbara Liptack (BL), Village of Larchmont Liaison Dana Post (DP), and Library Staff Assistant Janet Regan (JR) were not present.

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

Minutes

The Board unanimously approved the minutes for the 6/11/25 Library Board Meeting

Board

LG welcomed everyone to the meeting.

Friends

EB reported on their successful fundraising for library Ebooks.

Committee Reports

Finance

Schedule of Bills and Performance Report: The Board unanimously approved the schedule of bills and the additional list of bills dated 7/9/25.

AF indicated that there was a typo in the additional list of bills. Andreu remodeling was \$13,523, not \$13,773.

Centennial

PD reported that reference librarian Caroline Cunningham raised the idea of having centennial library cards available in 2026

AF pointed out that the Lions Club will also be celebrating its 100th anniversary in 2026. The suggestion was made to have a joint event to celebrate both centennials in 2026.

Facilities

The children's room AC was not working at the end of last week. Westchester Atlantic came and found out there was a brownout that may have turned it off. The issue was fixed, but the room still feels hotter than it should, especially at the end of the day.

Westchester Atlantic attempted to resolve the AC issue in the reference office. They visited and charged the library \$660, but the problem was not resolved. A more substantial fix may be necessary to address the AC issue in the reference office.

The middle hinge on the Magazine room door is broken, causing the door to stick and scratch the floor. This should be a minor fix.

Resolutions

BF made a motion to approve the Andreu Remodeling Corp. quote to upgrade the kitchen and to remove the 1/2 kitchen in the Village Center for \$4080. GLM seconded. The resolution was unanimously approved.

CS made a motion to approve up to \$3,670 to Naber Electric Corp. for the wall sconces in the Village Center. GLM seconded. The resolution was unanimously approved.

GLM made a motion to receive the money from the SAM grant money for the 2020 roofing project and authorized the library's officers to take all actions and submit all documents necessary to effectuate the substance of the resolution. LT seconded. The resolution was unanimously approved.

GLM made a motion for LG to approve August bills, as there is no August board meeting. JB seconded. The resolution was unanimously approved.

JB made a motion to update the part-time pay scale to meet New York State minimum wage requirements. GLM seconded. The resolution was unanimously approved.

JB made a motion to open on Columbus Day, which will give the staff the option to take the day off, work and receive double pay, or work and receive two additional days off before May 31, 2026. CS seconded. The resolution was unanimously approved.

Directors Report

Otis expects to start the elevator retrofit tentatively on July 21st. It should take around 6 weeks. The staff will set aside some books on carts in the new book room. Staff will also get books for patrons who are unable to use the stairs.

The SAM grant paperwork has been completed, and the check for \$131,000 is expected to arrive in approximately six weeks.

The Village Center's painting and lighting are now complete. We are waiting for the flooring to arrive, and once it's in, it should take around 4 days to complete. 1 day to rip up the floor, 1.5 days for leveling, and 1.5 days for putting down the new floor.

We are still waiting for the AV company to provide a quote for the new entertainment system in the Village Center. The person who reviewed the room has left, resulting in a delay.

It was mentioned that all the photos in the Village Center will be displayed on the wall opposite the kitchen. Wall sconces will be used to enhance the illumination of the photos.

The kitchen in the Village Center will be remodeled, and the 1/2 kitchen will be torn out.

In the Children's Room, 18 kids & 15 adults stayed after Block & Roll to watch LMC TV's new show for kids and meet the puppets.

71 children signed up, and 56 children participated in the stuffed animal sleepover. The Stuffie sleepover security footage has over 100 views.

The high school interns assisted the CR in organizing the holiday and special collections books by adding the corresponding holiday or special collection to the call number. This will make the items easier for patrons and staff to find.

Summer reading sign-ups are going well so far, with 106 Early Readers and 118 Independent Readers. There have been over 400 views of the Summer Reading Video, starring members of the library staff.

Wet & Wild has started for the summer on Monday mornings.

The 2nd Annual Mini Art Show will be on display from July 11 to the end of August.

The adult summer reading game, "The Many Colors of Books Bingo," began on June 27th.

We added open play Canasta to Mah Jongg on Mondays at 12 pm.

The library had its highest Overdrive use ever in June, with 7,689 checkouts.

Board

BF, CS and GLM looked into the library's 5-year strategic plan. They suggested that it be reviewed every 2.5 years to see how the goals in the plan are progressing. This review will happen in January.

AF suggested that the library have a director's email account that can store such documents for the current and future directors' use. AF can also add board email addresses that can be used for current and future board members.

Members of the Public

AN suggested that the library combine resources with the Mamaroneck Library to get more guest speakers.

AN suggested that the library try to get volunteers to offer tech help for seniors at the library.

The meeting was adjourned at 7:32. The next scheduled board meeting will be on 9/10/25 at 6:30 pm.

Respectfully Submitted,
Andrew Farber
Library Director

9/10/2025
FY 25

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	\$ 3,889.48
	ANDREU REMODELING		VARIOUS - Fix Window Staff Room; Ryder Door Lock	\$ 450.00
	ATLANTIC WESTCHESTER		Library was warm overall - Chiller was locked out - tech restored - 2 visits	\$ 825.00
	ATLANTIC WESTCHESTER		Staff lounge water leak form HVAC unit found - water under tile	\$ 859.33
	ATLANTIC WESTCHESTER		Pipes reinsulated - Front Desk Area	\$ 1,302.00
	BAKER & TAYLOR		BOOKS -AUGUST	\$ 2,216.17
	CAVENDISH SQUARE		BOOKS	\$ 186.03
	CENGAGE LEARNING		E-BOOKS (GVRL HOSTING 51+) Subscription 7/1/25-6/30/25)	\$ 300.00
	CHASE		SEE ATTACHED	\$ 527.44
	CLEANING SYSTEMS		BUILDING CLEANING SUPPLIES	\$ 38.00
	DE LAGE LANDEN		COPIER 9/15/25-10/14/25)	\$ 220.70
	DEMCO		LIBRARY SUPPLIES	\$ 124.33
	EVGENIA NIKOLOPOULOU		ALA ANNUAL MEMBERSHIP DUES	\$ 125.00
	FOLEY HARDWARE		LIBRARY SUPPLIES	\$ 51.96
	OTIS ELEVATOR		MAINTENANCE CONTRACT - SEMI ANNUAL (9/1/25-2/28/26)	\$ 3,637.75
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	\$ 6,278.55
	SHELDRAKE NATURE CENTER		CHILDREN'S PROGRAMS - 4 SESSIONS	\$ 400.00
	ST. AUGUSTINE'S CHURCH		PARKING - SEPTEMBER	\$ 312.50
	STAPLES		VARIOUS SUPPLIES	\$ 31.19
324908	VERIZON	8.29.25	STATEMENT - 8/18/25 (INCL. JULY PAYMENT REISSUED, LOST CHECK)	\$ 598.08
	WB MASON		LIBRARY SUPPLIES	\$ 42.88
	WESTCHESTER LIBRARY SYSTEM		9/11 MEMORIAL & MUSEUM SUBSCRIPTION	\$ 212.50
	WESTCHESTER LIBRARY SYSTEM		LIBRARY SUPPLIES - SINGLE BARCODE LABELS	\$ 408.64
	WHITE GARDEN DESIGNS		JULY MAINTENANCE - CLEAN UP, EDGING, PRUNING, HORNET/WASP SPRAY	\$ 2,519.80
	YONKER'S PUBLIC LIBRARY		ST. GEORGE LIVING HISTORY PRODUCTIONS - Frank Sinatra (1/5 share of program)	\$ 45.00
				\$ 25,602.33

ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 9/10/25
OPERATING EXPENSE

PERSONNEL

PAYROLL (8.22.25)	\$ 48,799.75	
EMERG COMP		
SOC SEC	\$ 3,733.18	
		\$ 52,532.93
 PAYROLL (9.5.25)	 \$ 49,944.50	
EMERG COMP		
SOC SEC	\$ 3,820.75	
		\$ 53,765.25

HEALTHCARE

AUGUST	\$ 33,086.37	
		\$ 33,086.37

ELECTRICITY

JUNE	\$ 4,825.04	
JULY	\$ 5,128.72	
		\$ 9,953.76

CAPITAL

H1-7197-7410-500-09

NABER ELECTRIC - 80% payment of proposal quote	\$ 5,820.00
ANDREU REMODELING - Paint and Patch Wall (New Elevator Buttons)	\$ 720.00

H1-7197-7410-500-01

QUEST - Air monitoring service (abatement)	\$ 3,392.00
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Chase Card Breakdown Last 3 Months										
	SEPTEMBER	AUGUST	JULY			FY25-26	FY24-25	FY23-24	FY 22-23	FY 21-22
Program Supplies	527.44	250.00	3816.55			\$ 4,593.99	\$ 6,988.75	\$ 8,152.96	\$ 8,966.91	\$ 1,860.18
Conf and Dues		113.77	213.52			\$ 327.29	\$ 3,910.88	\$ 2,668.21	\$ 989.78	\$ 1,806.63
Library Supplies			325.90			\$ 325.90	\$ 147.20	\$ 2,008.98	\$ 1,765.29	\$ 1,051.73
Communications		250.69	1444.10			\$ 1,694.79	\$ 3,417.12	\$ 2,964.02	\$ 3,242.57	\$ 3,441.35
Office Equipment						\$ -	\$ 47.99	\$ 154.98	\$ 3,082.13	\$ 877.48
Postage		146.00	74.00			\$ 220.00	\$ 149.81	\$ 497.77	\$ 566.07	\$ 572.76
Comp. Supplies						\$ -	\$ 219.00	\$ -	\$ -	\$ -
Books						\$ -	\$ 288.09	\$ 4,533.07	\$ 1,752.20	\$ 241.04
DVD						\$ -	\$ 935.82	\$ 5,627.97	\$ 2,714.24	\$ -
Periodicals			73.79			\$ 73.79	\$ 3,246.07	\$ 5,627.97	\$ 3,261.19	\$ 2,993.32
Build. Maint.						\$ -	\$ 74.75	\$ 2,694.50	\$ 1,434.52	\$ 1,904.92
B & G Supplies						\$ -	\$ 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	\$ 750.00
Cirulation Maintenance						\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -	\$ -	\$ -
Total	527.44	760.46	5947.86	\$ -		\$ 7,235.76	\$ 25,193.21	\$ 34,431.46	\$ 29,774.40	\$ 18,938.66
										\$ -
Amazon Breakdown										\$ -
										\$ -
Prog Supplies	\$ 279.46	\$ 120.22	466.73			\$ 866.41	\$ 3,373.52		\$ 1,375.83	\$ 3,033.12
Conf and Dues						\$ -	\$ 59.97			
Library Supplies	\$ 87.45	\$ 325.14	208.19			\$ 436.57	\$ 2,122.93		\$ 1,369.15	\$ 962.60
Office Equipment						\$ -	\$ 197.64		\$ -	\$ 32.95
DVDs	\$ 601.40	\$ 337.86	301.67			\$ 1,240.93	\$ 4,699.88		\$ 4,923.00	\$ 7,460.77
Books	\$ 2,924.26	\$ 1,718.51	2552.42			\$ 7,195.19	\$ 11,644.12		\$ 2,065.73	\$ 2,119.65
Comp Supplies						\$ 98.89	\$ 98.89		\$ 1,549.93	\$ 296.69
Communications						\$ -	\$ 96.96		\$ -	\$ -
CDs						\$ -	\$ -		\$ -	\$ -
Audiobooks						\$ -	\$ -		\$ -	\$ -
B & G Supplies			51.39			\$ 51.39	\$ 629.60		\$ 33.44	\$ 398.05
Bldg Equip						\$ -	\$ -		\$ 85.78	\$ -
Credits						\$ -	\$ -		\$ (174.20)	\$ -
Total	\$ 3,892.57	\$ 2,501.73	3580.4	\$ -		\$ 9,889.38	\$ 21,439.09		\$ 11,228.66	\$ 14,303.83

The Village of Larchmont is seeking LPL Board approval of changes to the accounting treatment and investment of two trust accounts as explained below.

Background

The library currently has two trust accounts:

One account is the Board Trust Fund for Unrestricted Gifts. This account receives all gifts (donations, bequests etc.) of \$1000 or more that are not designated for specific purposes. There is currently \$271,155 in the account.

The other account is the Board Trust Fund for Restricted Gifts. This account receives all gifts (donations, bequests etc.) of \$1000 or more that are designated for a specific purpose by the donor or other legal stipulations (a will, for example). There is currently \$4,746 in the account.

These trust accounts are currently pooled with all other trust accounts of the Village of Larchmont in a Special Purpose Fund.

Accounting Treatment

The Village Treasurer is proposing that our trust accounts be moved to the general Larchmont Public Library Fund. He believes this is a more accurate representation and in accordance with applicable governmental accounting standards.

In the Village's financial audit, the balance of each restricted account would now be included as part of the Library's general fund balance rather than being included in the Special Purpose Fund balance. These amounts would be designated as "restricted" fund balance. (Such amounts would be excluded from any maximum/minimum Fund Balance calculations due to their restricted nature).

There would not be any change in the process for withdrawing funds from these accounts. A LPL Board resolution currently is, and would continue to be, required to withdraw any funds due to the restrictions on the accounts. The Village does not and would not have access to the accounts.

Investment

The two existing bank accounts would be closed and the funds moved to two new and separate accounts in the New York State municipal short-term investment pool (CLASS). That fund is currently earning around 4% compared to slightly over 1% for the bank accounts. All other library funds will be invested in CLASS, as are VoL funds. CLASS is a common investment vehicle for NY municipalities.

The Library used to have another Trust Fund, the Ryder Brown Trust Fund. However, that Fund was closed by LPL Board resolution in fiscal 2023-24 as the project was complete and the funds fully utilized.

8/13/2025

FY 25

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	\$ 2,501.73
	ATLANTIC WESTCHESTER		FIRE ALARM TRIPPED, CHECKED VENT	\$ 82.50
	ATLANTIC WESTCHESTER		MAINTENCE SERVICE CONTRACT - 7.15.25-10.14.25	\$ 6,568.50
	ATLANTIC WESTCHESTER		AC IN CHILDREN'S ROOM NOT WORKING	\$ 412.50
	BAKER & TAYLOR		BOOKS -JUNE	\$ 3,946.24
	CHASE		SEE ATTACHED	\$ 760.46
	CLEANING SYSTEMS		BUILDING CLEANING SUPPLIES	\$ 352.00
	CORNELL COOPERATIVE ASSOCIATION		CHILDREN'S PROGRAM - 4-H YOUTH DEVELOPMENT	\$ 270.00
	DE LAGE LANDEN		COPIER 8/15/25-9/14/25)	\$ 220.70
	DEMCO		LIBRARY SUPPLIES	\$ 110.92
	FOLEY HARDWARE		LIBRARY SUPPLIES	\$ 106.37
	FREDI B DESIGN		WEBSITE MAINTENANCE - APRIL/MAY/JUNE	\$ 360.00
	HMGS NEXT GEN, INC.		YA PROGRAM - HISTORICAL MINIATURES 7.22, 8.5 & 19	\$ 250.00
	LUIGI ANDREOLI		MONTHLY MAINTENANCE - JULY	\$ 300.00
	NABER ELECTRIC		VARIOUS LIGHTS AND BALLASTS CHANGED	\$ 825.00
	JP MCHALE PEST MANAGEMENT		MONTHLY SERVICE - JULY	\$ 125.00
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	\$ 8,330.34
	SIGNS PLUS		LETTERING/NAME ANDREW'S FARBER'S DOOR	\$ 110.00
	ST. AUGUSTINE'S CHURCH		PARKING - JULY & AUGUST	\$ 625.00
	STAPLES		VARIOUS SUPPLIES	\$ 272.74
	VERIZON		STATEMENT - 7/18/25	\$ 302.32
	VERIZON BUSINESS		STATEMENT - 7/10/25	\$ 0.49
	WB MASON		LIBRARY SUPPLIES	\$ 124.34

\$ 26,957.15

ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 8/14/25
OPERATING EXPENSE

PERSONNEL

PAYROLL (7.11.25)	\$	48,888.91	
EMERG COMP	\$	246.57	
SOC SEC	\$	4,615.66	
DENTAL	\$	11,200.00	\$ 64,951.14
PAYROLL (7.25.25)	\$	47,709.01	
EMERG COMP	\$	164.38	
SOC SEC	\$	3,662.31	
			\$ 51,535.70
PAYROLL (8.8.25)	\$	50,051.30	
EMERG COMP	\$	328.76	
SOC SEC	\$	3,854.07	
			\$ 54,234.13

HEALTHCARE

JULY	\$	33,086.37	
			\$ 33,086.37

ELECTRICITY

\$ -

CAPITAL

H1-7197-7410-500-09

OTIS ELEVATOR COMPANY- SECOND PAYMENT (25%)	\$	33,831.25
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H1-7197-7410-500-01

ANDREU REMODELING - Kitchen counter/back splash and reinsall sink; Supply & install new table; remove half kitchen form closet/paint and install new shelving	\$	4,550.00
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Chase Card Breakdown Last 3 Months										
	AUGUST	JULY	JUNE			FY25-26	FY24-25	FY23-24	FY 22-23	FY 21-22
Program Supplies	250.00	3816.55	141.00			\$ 4,066.55	\$ 6,988.75	\$ 8,152.96	\$ 8,966.91	\$ 1,860.18
Conf and Dues	113.77	213.52				\$ 327.29	\$ 3,910.88	\$ 2,668.21	\$ 989.78	\$ 1,806.63
Library Supplies		325.90				\$ 325.90	\$ 147.20	\$ 2,008.98	\$ 1,765.29	\$ 1,051.73
Communications	250.69	1444.10				\$ 1,694.79	\$ 3,417.12	\$ 2,964.02	\$ 3,242.57	\$ 3,441.35
Office Equipment						\$ -	\$ 47.99	\$ 154.98	\$ 3,082.13	\$ 877.48
Postage	146.00	74.00				\$ 220.00	\$ 149.81	\$ 497.77	\$ 566.07	\$ 572.76
Comp. Supplies						\$ -	\$ 219.00	\$ -	\$ -	\$ -
Books						\$ -	\$ 288.09	\$ 4,533.07	\$ 1,752.20	\$ 241.04
DVD						\$ -	\$ 935.82	\$ 5,627.97	\$ 2,714.24	\$ -
Periodicals		73.79				\$ 73.79	\$ 3,246.07	\$ 5,627.97	\$ 3,261.19	\$ 2,993.32
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B & G Supplies						\$ -	\$ 3,774.68	\$ 761.81	\$ -	\$ 201.85
Misc.						\$ -	\$ -	\$ -	\$ -	\$ 78.00
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Cirulation Maintenance						\$ -	\$ -	\$ -	\$ -	\$ -
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Amazon Breakdown										
			REV ISED							\$ -
										\$ -
										\$ -
Prog Supplies	\$ 120.22	466.73	737.76			\$ 586.95	\$ 3,373.52		\$ 1,375.83	\$ 3,033.12
Conf and Dues						\$ -	\$ 59.97			
Library Supplies	\$ 325.14	208.19	116.76			\$ 349.12	\$ 2,122.93		\$ 1,369.15	\$ 962.60
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DVDs	\$ 337.86	301.67	420.74			\$ 639.53	\$ 4,699.88		\$ 4,923.00	\$ 7,460.77
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Comp Supplies			98.89			\$ 98.89	\$ 98.89		\$ 1,549.93	\$ 296.69
Communications						\$ -	\$ 96.96		\$ -	\$ -
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B & G Supplies		51.39				\$ 51.39	\$ 629.60		\$ 33.44	\$ 398.05
Bldg Equip						\$ -	\$ -		\$ 85.78	\$ -
Credits						\$ -			\$ (174.20)	\$ -
Total	\$ 2,501.73	3580.4	2118.54	\$ -		\$ 5,996.81	\$ 21,439.09		\$ 11,228.66	\$ 14,303.83