

# **LARCHMONT PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

**December 10, 2025**

The Larchmont Public Library Board of Trustees will hold its next regularly scheduled meeting on December 10, 2025, at 6:30 PM. Please call Andrew Farber (914-834-1977) or e-mail him ([afarber@larchmontlibrary.org](mailto:afarber@larchmontlibrary.org)) if you are unable to attend.

### **AGENDA**

- Friends of the Library Report
- Friends Fundraising Presentation
- Approval of Library Board Meeting Minutes for November 12 2025.
- Board Policy Report
- Committee Reports
  - Finance
    - Approval of bills
  - Facilities
    - Update on facilities issues
    - Photovoltaic panel installation
  - Centennial
    - Update on committee
- Library Director's Report
  - Additional Items
    - Personnel
    - Bathrooms
    - Trainings
- Hear Members of the Public
- Executive Session
- Adjournment

**Larchmont Public Library  
Board of Trustees  
Minutes of Meeting  
November 12, 2025**

The Larchmont Public Library Board of Trustees met on 11/12/25, attended by Library Board Chair Lauren Gottfried (LG), Library Trustees Linnet Tse (LT), Galit Lopatin Bordereau (GLB), Barbara Liptack (BL), Barbara Flickinger (BF), Celeste Sharpe (CS), Friends Liaison Ellie Berlin (EB), Town of Mamaroneck Liaison Sabrina Fiddelman (LSF), Library Director Andrew Farber, Library Staff Assistant Janet Regan (JR), and Head of Reference Paul Doherty (PD). Library Trustee Jill Brennick (JB) and Village of Larchmont Liaison Dana Post (DP) were not present.

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

**Minutes**

The Board unanimously approved the minutes for the 10/8/25 & 10/24/25 Library Board Meeting with a note to mark GLB as absent from the 10/24/25 meeting.

**Board**

LG welcomed everyone to the meeting.

**Friends**

EB reported that the Friends will be hosting a cocktail party for the Grand Reopening of the newly renovated Village Center and to introduce AF as the current director of the Larchmont Public Library to the community.

**Committee Reports**

**Finance**

**Schedule of Bill:** The Board unanimously approved the schedule of bills and the additional list of bills dated 11/12/25.

The finance committee is meeting on 11/13/25 to discuss the budget in depth. Healthcare is expected to be a challenge. The finance committee will meet with the Town next week, as the Town's budget must be approved by 12/20/25.

**Centennial**

The centennial logo is being voted on this month. So far, the Library has over 300 responses. The logo will be used for marketing for the next year.

**Facilities**

The children's elevator needed a new panel, which has now been completed.

Atlantic Westchester switched the system over from summer to winter. Tree roots that had grown into the sewer line and caused a small flood in the basement. Atlantic Westchester's air filters that were stored there were ruined and needed to be repurchased.

The front of the building was power-washed and painted.

The Village is moving forward with the solar panel installation.

AF will request that the Friends fund a children's room office project. The children's room office area will be fully enclosed up to the ceiling; glass will be removed and replaced with sheetrock at a cost of \$7,460.

## **Resolutions**

BL made a motion to accept the equipment discard list. CS seconded the motion.

## **Directors Report**

### **Technology & AV**

- Hudson Valley AV is awaiting delivery of the projector before beginning the project; start date pending.

### **Library Services & Programs**

- *Library of Things* is ready to launch. Plans include creating a flyer and sending an email announcement. Electronics will be stored behind the desk; games will be located near the puzzles.
- Ongoing/Upcoming programs:
  - Battle of the Books team
  - College admissions webinar
  - Sensory Station program for kids
  - December break drop-in programs for all ages
  - Kids' visits, including Ursula Minor and FASNY visits
- Larchmont/Mamaroneck Libraries are awaiting reports on children seeking library cards.

### **New Services**

- Free notary service has begun; the schedule is posted on the website. Six people have used the service so far.

### **Events**

- Blood drive scheduled for 12/18.

### **NYLA Conference Takeaways**

- A very interesting workshop on partnerships between libraries and local businesses was attended. New ideas for working with local businesses could be tied into the summer reading game next year (e.g., stuffed-animal "travel" programs, business-based raffles).
- Emphasis on storytelling to promote the library.
- Discussion of technology, emotional-intelligence literacy, AI-related media coverage, and concerns about social-media policies.
- Having the Friends organize travel-based fundraisers, such as bus tours and a behind-the-scenes visit to the New York Public Library.
- Focus remains on timely and advocacy-driven fundraising by the Friends.

The board went into executive session at 7:07 and left executive session at 7:30. No actions were taken.

The meeting was adjourned at 7:30. The next scheduled board meeting will be on 12/10/25 at 6:30 pm.

Respectfully Submitted,  
Andrew Farber  
Library Director

DRAFT

12/10/2025  
FY 26

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	\$ 7,576.50
	ATLANTIC WESTCHESTER		ADJUST DAIKIN UNIT AND INVESTIGATE BMS OVEREATING ISSUES	\$ 1,320.00
	CHASE		SEE ATTACHED	\$ 378.17
	CITRON BROTHERS		CLEAR LINE CLOG A SECOND TIME BATHROOM TO CITY SEWER	\$ 295.00
	CITRON BROTHERS		FILTER CHANGE - MAIN FLOOR WATER FOUNTAIN	\$ 320.00
	CITRON BROTHERS		INVESTIGATE ODOR COMING FROM FOUNTAIN LOWER LEVEL	\$ 225.00
	CLEANING SYSTEMS		BUILDING CLEANING SUPPLIES	\$ 406.00
	DAWN HALASZ		CHILDREN'S PROGRAM - DAWNY DEW	\$ 150.00
	DE LAGE LANDEN		COPIER (12/15/25-1/14/26)	\$ 220.70
	DEMCO		SUPPLIES	\$ 166.47
	FOLEY HARDWARE		LIBRARY /BUILDING SUPPLIES	\$ 25.35
	HMGS NEXTGEN,INC.		YA PROGRAM - HISTORICAL MINIATURES	\$ 250.00
	LARCHMONT MUSIC SCHOOL		CHILDREN'S PROGRAM	\$ 250.00
	LAUREN GOTTFRIED		REIMBURSE EXPENSES	\$ 699.50
	NABER ELECTRIC		SWITCH OUT 3 FIXTURES TO LED FLAT PANEL LOWER LEVEL	\$ 2,250.00
	NABER ELECTRIC		SWTICH OUT 6 HI HAT LIGHTS TO LED AROUND SKYLIGHT	\$ 1,442.00
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	\$ 5,256.53
	PLAYAWAY PRODUCTS		E-AUDIO BOOKS (CHILDREN'S)	\$ 612.90
	SARAH GUTMANN		ADULT PROGRAM - START CLIMGING YOUR FAMILY TREE	\$ 150.00
	ST. AUGUSTINE'S CHURCH		PARKING - DECEMBER	\$ 312.50
	STAPLES		VARIOUS SUPPLIES 11.25 STATEMENT	\$ 144.71
	SUNOCO		OIL DELIVERY (NOV)	\$ 573.35
	THE NEW YORK TIMES		DIGITAL SUBSCRIPTION (12/3/25-12/2/26)	\$ 5,728.32
	T-MOBILE		MONTHLY HOTSPOT - PROGRAMS	\$ 50.29
	VERIZON		STATEMENT - 11/18/25	\$ 316.64
	VERIZON BUSINESS		STATEMENT - 11/10/25	\$ 0.96
	VINCENZA MADONIA		ADULT PROGRAM - CHAIR YOGA ( 6 SESSIONS)	\$ 300.00
	WB MASON		LIBRARY SUPPLIES	\$ 156.63
				\$ 29,577.52

ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 12/11/25  
OPERATING EXPENSE

PERSONNEL

PAYROLL (11.14.25)	\$	49,531.81	
EMERG COMP	\$	842.45	
SOC SEC	\$	3,853.63	
			\$ 54,227.89
 PAYROLL (11.28.25)	 \$	 48,566.41	
EMERG COMP	\$	1,061.62	
SOC SEC	\$	3,796.54	
			\$ 53,424.57

HEALTHCARE

OCTOBER	\$	31,849.68	
			\$ 31,849.68

ELECTRICITY

OCTOBER	\$	4,359.26	
			\$ 4,359.26

CHECK #    DATE

CAPITAL

Chase Card Breakdown Last 3 Months										
	DECEMBER	NOVEMBER	OCTOBER			FY25-26	FY24-25	FY23-24	FY 22-23	FY 21-22
Program Supplies	357.89	213.87	103.80			\$ 5,269.55	\$ 6,988.75	\$ 8,152.96	\$ 8,966.91	\$ 1,860.18
Conf and Dues	10.00	595.00				\$ 932.29	\$ 3,910.88	\$ 2,668.21	\$ 989.78	\$ 1,806.63
Library Supplies	10.28		100.79			\$ 436.97	\$ 147.20	\$ 2,008.98	\$ 1,765.29	\$ 1,051.73
Communications		38.19				\$ 1,732.98	\$ 3,417.12	\$ 2,964.02	\$ 3,242.57	\$ 3,441.35
Office Equipment		169.99				\$ 169.99	\$ 47.99	\$ 154.98	\$ 3,082.13	\$ 877.48
Postage			156.00			\$ 376.00	\$ 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			1426.80			\$ 1,500.59	\$ 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			41.99			\$ 41.99	\$ 319.80	\$ -	\$ 850.00	\$ 750.00
Cirulation Maintenance						\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -			\$ -	\$ -
<b>Total</b>	<b>378.17</b>	<b>1017.05</b>	<b>1829.38</b>	<b>\$ -</b>		<b>\$ 10,460.36</b>	<b>\$ 25,193.21</b>	<b>\$ 34,431.46</b>	<b>\$ 29,774.40</b>	<b>\$ 18,938.66</b>
<b>Amazon Breakdown</b>										
										\$ -
										\$ -
Prog Supplies	195.08		20.86			\$ 1,082.35	\$ 3,373.52		\$ 1,375.83	\$ 3,033.12
Conf and Dues						\$ -	\$ 59.97			
Library Supplies	266.68	193.25	207.98			\$ 1,104.48	\$ 2,122.93		\$ 1,369.15	\$ 962.60
Office Equipment						\$ -	\$ 197.64		\$ -	\$ 32.95
DVDs	463.79	451.46	319.54			\$ 2,475.72	\$ 4,699.88		\$ 4,923.00	\$ 7,460.77
Books	6147.48	7447.18	1502.11			\$ 22,291.96	\$ 11,644.12		\$ 2,065.73	\$ 2,119.65
Comp Supplies	438.68					\$ 537.57	\$ 98.89		\$ 1,549.93	\$ 296.69
Communications						\$ -	\$ 96.96		\$ -	\$ -
CDs						\$ -	\$ -		\$ -	\$ -
Audiobooks						\$ -	\$ -		\$ -	\$ -
B & G Supplies	74.33		568.65			\$ 694.37	\$ 629.60		\$ 33.44	\$ 398.05
Bldg Equip		131.92	292.04			\$ 423.96	\$ -		\$ 85.78	\$ -
Credits						\$ -			\$ (174.20)	\$ -
<b>Total</b>	<b>7586.04</b>	<b>8223.81</b>	<b>2911.18</b>	<b>\$ -</b>		<b>\$ 28,610.41</b>	<b>\$ 21,439.09</b>		<b>\$ 11,228.66</b>	<b>\$ 14,303.83</b>

# **LARCHMONT PUBLIC LIBRARY**

## **FACILITIES USE FEE SCHEDULE**

*Effective 1/1/2026*

### **Room Rental Fees**

<b>Space</b>	<b>Capacity</b>	<b>Group 1 (per hour)</b>	<b>Group 2 (per hour)</b>	<b>Group 3 (per hour)</b>
Village Center*	Seated (with tables): 110 Standing: 330	N/C	\$65.00	\$130.00
Michael P. Coords Activity Room	Seated (with tables): 33 Standing: 100	N/C	\$25.00	\$50.00

In the event that two groups request use of the Village Center for the same date/time, it may be possible to partition the space and charge users a discounted rate. The Library will only consider partitioning the space if there is a conflict. (Seated capacity for the partitioned spaces is 80/21.)

Discounts may be given to users renting the facilities a minimum of 5 times per season.

### **Custodial Fees**

In addition to the room rental fees, there may be fees for a custodian. A custodian must be on duty during any hours when facilities are being used by outside organizations. If a custodian is not available, the space cannot be used by outside organizations. Rates are based on the average hourly salaries for custodial staff plus applicable payroll taxes and benefits.

Custodial fees, at either overtime or Sunday/holiday rates, are charged to users in the following cases:

1. The library is open, but no custodian is scheduled to work.
2. The library is closed.

	<b>Custodial Fee per Hour</b>
Overtime hours (1.5x regular rate)	\$50
Sundays and Holidays (2x regular rate)	\$65

Fees will be reviewed annually, and adjusted in line with increases in salaries and operating costs.

### **Cancellations**

Users that cancel within one week prior to use will be charged a cancellation fee, for all cancelled uses, equal to 25% of the room rental fee.