Larchmont Public Library
Board of Trustees
Minutes of Meeting
September 9, 2026

The Larchmont Public Library Board of Trustees met on 9/09/26, attended by Library Board Chair Lauren Gottfried (LG), Library Trustees Linnet Tse (LT), Galit Lopatin Bordereau (GLB), Barbara Liptack (BL), Jill Brennick (JB), and Celeste Sharpe (CS), Town of Mamaroneck Liaison Robin Nichinsky (RN), Friends Liaison Ellie Berlin (EB), Library Director Jessica Veissy (JV), Library Staff Assistant Janet Regan (JR), and Head of Reference Paul Doherty (PD). Village of Larchmont Liaison Ian Post (IP) and Barbara Flickinger (BF) were not present.

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

Board
LG welcomed everyone to the meeting and welcomed new Library Director JV to her first meeting.

Friends
The Friends report was given by EB. The Friends will meet on September 16, 2026, and they have been working hard to raise more money, their main objective. We have been receiving very generous donations, EB explained, so they suddenly have substantially more resources, and they'd like to determine where and how the funds can benefit the library.

Minutes
The Board unanimously approved the minutes for the 7/8/26 Library Board meeting.

<u>Committee Reports</u>

Finance

Schedule of Bills – The Board unanimously approved the Schedule of Bills and the additional list of bills dated 9/10/26. The Finance Committee met on 9/8/26 to review the bills and the fiscal year ending May 31. The Committee is awaiting several items from the Village before completing its review. A final update will be provided to the Board once the remaining information is received.

Facilities

JV reported on several facility matters.

Plumbing Issue – Another plumbing backup occurred, with sewage overflowing from a lower-level drain. JR obtained a proposal from Citron for approximately $1,900 to install an access point for camera inspection of the pipes and help identify the cause of the recurring backups. The Board discussed possible issues with the original pipe installation and consulting the Village Department of Public Works for additional insight. *Motion***:** To approve Citron's proposal of approximately $1,900 to install a plumbing access point for inspection. CS; seconded by GLB. Motion carried: All in favor.

LED Lighting Grant – PD applied for a matching NYS Construction grant to install LED lighting throughout much of the remaining areas of the library that were not completed on the previous project. The total project cost is approximately $95,000, with the Library matching half of the grant. A grant decision is expected soon. *Motion***:** To approve the Library LED Lighting Grant Assurance Form. JB; seconded by BL. Motion carried: All in favor.

Boiler/Expansion Tank Leak – A building alarm revealed a leak in the boiler area associated with the hot-water expansion tank. The issue may require tightening or replacing a flange. Atlantic Westchester provided a proposal of up to $2,757 for labor and potential parts. The Board agreed the repair should move forward. *Motion***:** To approve Atlantic Westchester's proposal, up to $2,757, for repair/replacement of the flange associated with the hot-water expansion tank. JB; seconded by GLB. Motion carried: All in favor.

Window Project **-** The windows for the building are expected to arrive this week. JV is waiting for additional information from the window company regarding details of installation and how it will affect daily operations. The expectation is that the windows will be installed by October, although the exact schedule is still being confirmed.

Other: JV mentioned that the new emergency door handle has been installed on the roof door. The previous door handle did not meet safety standards. There is now a push bar and an alarm. The soon-to-be-new conference room, still in the works, located on the lower level, now has a new door with a full length window.

Centennial

The Board discussed plans for the Library's centennial celebration and favored a free, family-friendly community open house featuring the historical photo exhibit, light refreshments, activities, and music. A jazz group was discussed, with an estimated cost of $1,200. A Sunday afternoon in late October or early November was preferred, with October 25 or November 1 discussed as a possibility. The date will be confirmed based on availability and existing programming, followed by event publicity. The Friends of the Larchmont Library will generously fund the Centennial Celebration, explained by EB.

Directors Report

*Larchmont Day Fall Festiva*l – JV and the Board discussed plans for library involvement the September 26 Larchmont Day Fall Festival. A poster highlighting activities is being prepared, with promotion planned through the Library, website, social media, and community communications. Library stickers, bookmarks, and bags will also be available at the event.

New Children's Librarian - JV highlighted that Gina Elbert will start in the children's room soon. The Board discussed the hiring of Gina Elbert for a Children's Services position at a salary of $72,000, pending completion of the required approval process. Motion: To approve the hiring of Gina Elbert at a salary of $72,000. Motion carried: All in favor.

Board Evaluation

The Board thanked Linnet for organizing the Board evaluation and encouraging members to complete it. Members discussed the value of the evaluation and agreed that it would be beneficial to hold a dedicated meeting to review the results.

Several possible dates were discussed.
The Board ultimately agreed to meet on September 15 at approximately 6:00 p.m. to discuss the evaluation.

Executive Session
With no members of the public present, the Chair requested a motion to enter executive session to discuss personnel matters. Motion: To enter executive session for the purpose of discussing personnel matters - GLB. Second: BL. Motion carried: All in favor.

Resolutions
The board came out of executive session at 8:13 pm.

The board discussed and approved the promotion for Paul Doherty from Librarian III to Assistant Director II at a salary of $105,000 upon the pending completion of the civil service process. Motion: To approve the promotion of Paul Doherty from Librarian III to Assistant Director II at an annual salary of $105,000. JB motioned, CS seconded. All in favor.

The board discussed and approved a step up for Kristi Farrell in support of her new title as Head of Children's. The step up would bring her to Step 5 and a salary of $86,322 upon confirmation with CSEA. Motion: To approve the promotion of Kristi Farrell from Step 4 to Step 5 on the salary schedule at an annual salary of $86,322. JB motioned, LT seconded. All in favor.

The meeting was adjourned at 8:15 pm. The next scheduled board meeting will be on 10/14/26 at 6:30 pm.

Respectfully submitted,
Jessica Veissy
Library Director