

**Tuxedo Park Library  
Annual Meeting Minutes  
January 13, 2015**

President Davidson called the Annual Meeting to order at 7:34 p.m.

**Present:**

Trustees Bullard, Davidson, DeSimone, du Pont, Fennell, Frazer, Howard, Sweet, Takeuchi, Director Loomis, Assistant Director Brady.

**Absent:** None

**Public Comment:** None

Trustee Davidson commenced the meeting by motioning to elect the following slate of officers to serve for the upcoming year:

President: Anthony Davidson

Vice President: Daniel DeSimone

Treasurer: William Sweet

Secretary: Heather Bullard

Trustee du Pont made a motion that the nominees be elected to the positions shown above. Trustee Sweet seconded the motion and the motion was approved unanimously.

Trustee Davidson asked for further nominations for standing committees for the 2015 year and the board then discussed and made revisions to the membership of various committees for the 2015 year.

Authors Circle: Members include Trustees Howard, Trustee DeSimone, Glen Young, and Robert McQuilkin

Committee of Trustees: Members include Trustees Davidson and Trustee Fennell and Trustee Bullard joined the committee

Building: Members Trustee DeSimone, Friend Bakhtiary, and Trustee Sweet

Fundraising/Friends: Trustee du Pont and Trustee Bullard

Marketing/Communication: Trustee Davidson moved to strike this committee and revisit it.

Strategic Planning: Members include Trustee du Pont, Trustee Howard and Director Loomis. Trustee du Pont stated that she is asking community members to become

involved. RCLS requires that the library have a new plan every 5 years. The possibility of the lower level renovation needs to be part of the strategic plan.

**New Business:**

Trustee du Pont commenced the new business by saying what a wonderful year 2014 has been for the library. The library has had many great accomplishments this year. Heather Bullard joined as newest trustee and helped with the Memorial Day fundraiser, helped to start the new Friends group and became the secretary for the library board. It is Williams Sweets' second year as the treasurer and he has done a fantastic job with many accomplishments. Trustee du Pont stated that Director Loomis and Assistant Director Brady had an excellent year running the library. Trustee du Pont stated that the Authors' Circle had a great year with 5 wonderful programs. Trustee du Pont stated that many thanks were owed to Trustees Howard and DeSimone for the Authors' Circle accomplishments. The fundraising for this year has been very successful and is hoping to continue with a fundraising dinner early in May of 2015. The new Friends group had a great kickoff event hosted by the Jenkins -Panem family in Tuxedo Park and many volunteers came forward to form the new group, which included Ms. Amra El-Rayess as the president. Trustee du Pont said how much the library is going to miss Mr. Daniel Gladding. He was an integral part of the Library, and a most dedicated trustee, and he will be deeply missed by all. Finally, Trustee du Pont finished by saying what a great year 2014 has been for the library.

Trustee Davidson thanked Trustee du Pont for her excellent leadership over the last years she has served as president and as a board member and that the library and community are indebted to her for her leadership, dedication, and friendship.

On a motion made by Trustee du Pont and seconded by Trustee Davidson and approved unanimously the meeting was adjourned at 8:06

Respectfully submitted,  
Heather Bullard  
Secretary

Tuxedo Park Library  
Board of Trustees Meeting Minutes  
January 13, 2015

President Davidson called the meeting to order at 8:07 PM.

**Present:** Trustees Bullard, Davidson, DeSimone, du Pont, Frazer, Fennell, Howard, Sweet, Takeuchi, Director Loomis, Assistant Director Brady

**Absent:** None

**Public Comments:** None

**Minutes:** On a motion by Trustee du Pont and seconded by Trustee Howard, the December 9th, 2014 Board of Trustees meeting minutes were approved as amended.

**Treasurer's Report:**

Trustee Sweet reported that there were no surprises for the year-end 2014 finances. Building and grounds costs ran high and total almost \$14,600, but changes were made to the 2015 budget that should capture the actual repairs costs better in future years. Payroll expenses, however, are much lower than expected, due to the loss of a full-time employee who resigned in the fall. Overall, the Library is currently showing a budget surplus of \$5,041. We will not have an exact final surplus amount until our February Board meeting after the year end bills come in. Trustee Sweet and the Finance Committee are currently recommending that the Library's 2015 surplus be used to replace the carpet on the second floor of the Library.

Trustee Sweet then mentioned that our endowment account finished the year at \$128,900, which is an increase of approximately \$5,820 over the same period last year. Trustee du Pont thanked Trustee Sweet and the Investment Committee for doing an excellent job of getting the investment account off the ground and running well.

Trustee Sweet then discussed our cash position between now and the time that we receive our tax funds in mid or late February, since there is a lag between when our fiscal year begins and when the operating funds are delivered from the Town of Tuxedo. He feels that we will have approximately \$8,000 in liquid funds by the end of February.

He stated that the Library recently edited their Cash Management Procedure to place an additional control in the process when funds are transferred from the desk to the bookkeeper. This additional step adds an extra layer of checks and balances to the cash handling procedure.

**Director's Report:**

Director Loomis' report was circulated prior to the meeting. She also reported that a new employee Ms. Caroline Siecke-Pape started this week. Staff member Ginny O'Neill passed her notary test. The new "Reads for Rides" bookcart would soon be in place at the train station. The library staff will be committed to keeping the shelves supplied and in neat order with help from board members. The police have a camera installed in the building. Director Loomis also discussed the donated historical postcards will be organized and are available in digitized format.

**Committee Reports:**

**Authors' Circle:** Trustee Howard reminded the Board that the Authors' Circle will host author Kathryn Harrison and the book "Joan of Arc: A Life Transfigured" which will take place on Sunday, February 1<sup>st</sup> at 3p.m. Trustee Howard suggested that we touch base with St. Joan of Arc Parish in Sloatsburg and make them aware of the book and invite them to join the meeting.

Later in the year, possibly May, author Steve Osborn, a NYC retired Police Lieutenant, will give a presentation on his book, "The Job."

Director Loomis also stated that on February 8<sup>th</sup> there would be an event "Stop at the Red Apple Rest" by Elaine Lindenblatt with a very large attendance expected.

Trustee DeSimone also reminded us that Paul Watkins has agreed to be the guest author for the fundraising dinner hopefully in early May.

**Building Committee:**

Trustee DeSimone said that he has looked at the cracks along the foundation and pavement. The upstairs floor needs to be addressed with the possibility of a new carpet and/or sound proofing. Director Loomis will be getting quotes for this work.

Trustee Davidson brought up possibly painting downstairs as it would be a cost effective way to brighten up the space before the major renovation. It was suggested that Director Loomis ask Marina Case to look at the space and suggest colors and which rooms might be painted with the best affect for the least expense.

**Committee on Trustees:** No report.

**Fundraising:**

Trustee du Pont reported that there were a number of new Authors' Circle members and a few members increased their donations this year. Trustee du Pont and Ms. El-Rayess will be sending out a follow up letter appeal for donations at the end of February.

**Friends:** Trustee du Pont said the former Friends group turned over remaining funds to Director Loomis for programming. 2/3 Friends have volunteered to help with the bookroom. It was asked that Ms. El-Rayess be invited to join the next board meeting to be introduced as the president of the new Friends group.

## **New Business:**

**Conflict of Interest Review:** Our Conflict of Interest Policy requires that Trustees annually execute a personal form stating that they know of no conflicts relating to their dealings with the Library. The Trustees who were present signed their personal forms to attest to this. Trustee Howard then discussed his own situation: he works for a publisher and some of the authors who make presentations at the Library are published by his firm. At these events the Library sells a small number of the author's book. A small amount of the proceeds of the sale of each book accrue to Trustee Howard's employer. Trustee Bullard discussed that she sometimes is hired to cater Authors' Circle events and does make a profit from these catered parties. Trustee Davidson then made a motion that the Board agreed that these situations shall not be considered a conflict of interest for Trustees Howard or Bullard. Trustee DeSimone seconded the motion, which was passed unanimously.

## **Equal Opportunity Employment Policy:**

Trustee Davidson reviewed the policy handbook and made several recommendations to Director Loomis.

Trustee DeSimone made a motion to pass the policy and Trustee du Pont seconded the motion, which passed unanimously.

**2014 Circulation Statistics:** Director Loomis and Assistant Director Brady discussed the year's circulation statistics, which show a decline in adult fiction and increase in adult non-fiction. Director Loomis said that our declines are within the range of circulation changes experienced by other libraries as well as the Tuxedo Union Free School library, and that a possible cause might be the increased use of digital fiction. The increase in non-fiction might be caused by many different reasons: common core curriculum, or the new attractive space in the library or other causes. A discussion on the statistics followed.

## **2015 Priorities:**

Trustee Davidson spoke about the importance of having only one number 1 priority. He spoke about having several to choose from:

- 1-Lower level renovation
- 2- Website/community outreach
- 3- Music collection

These items need to be discussed and if there are any other items that need to be focused on.

**“Tax Cap Override Resolution”**

The board discussed the tax cap override resolution that RCLS has suggested be adopted by all libraries annual. The following proposed resolution was read:

*Whereas, the adoption of the 2016 budget for the Tuxedo Park Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the Tuxedo Park Library voted and approved to exceed the tax levy limit for 2016 by at least the sixty percent of the board of trustees as required by state law on January 13, 2015.*

Trustee DeSimone made a motion to approve the resolution. Trustee Frazer seconded the motion which was passed unanimously.

Trustee du Pont then stated that the lower level redesign plan was something that the board should act on quickly and this preliminary plan had been sent to board members prior to the January meeting for review. Trustee Davidson suggested that we make it high on our agenda for the February meeting.

On a motion by Trustee Davidson, seconded by Trustee Fennell, and approved unanimously, the meeting was adjourned at 9:38 PM.

Respectfully submitted,  
Heather Bullard, Secretary