

**Tuxedo Park Library  
Board of Trustees Meeting Minutes  
March 10<sup>th</sup>, 2015**

President Davidson called the meeting to order at 7:34

**Present:** Trustees Bullard, du Pont, Frazier, Howard, Sweet, Takeuchi, Director Loomis, Assistant Director Brady

**Absent:** Trustees DeSimone, and Trustee Fennell

**Public Comment:** None

**Minutes:** On a motion by Trustee du Pont and seconded by Trustee Sweet, the February 10<sup>th</sup>, 2015 minutes were unanimously approved as submitted.

**Treasurer's Report:**

Trustee Sweet reported an operating fund balance of \$463,587.88, which is a slight amendment to the reports based on properly allocating a foundation grant of \$5,000, bringing the total maintenance reserve to \$12,479. He explained that this was a strong financial place as the Library has roughly doubled its restricted funds from the prior year.

Trustee Sweet reported that quotes have been received for the replacement of the upstairs carpet. A bid to replace the entire second floor carpet for a total price of \$7,700 and would be replaced within the next two months was accepted. This will be funded with \$2,500 from the Library's 2014 surplus and the remainder from the building maintenance reserve. Trustee Sweet thanked Trustee DeSimone and Director Loomis for making this happen quickly. Trustee Sweet then said that the remainder of the surplus from the prior year (\$628) would be used to upgrade our internet data switch which was long overdue, and recommended by the RCLS tech team.

Trustee Sweet then explained to the board the Chase Bank will start to charge the library a \$105/month service fee. A discussion followed which included the choice of considering other banks which would cause library employees time to travel to other banks and their safety in doing so with deposits. Trustees Davidson suggested that if the fee couldn't be waived, perhaps the bank would consider underwriting something for the Memorial Day picnic or take out a journal advertisement. Trustee Sweet will follow-up and report back to the Board.

Lastly, Trustee Sweet asked the board to approve the 2014 Annual Report to the New York State. Trustee Sweet made the motion to approve the report, and President Davidson seconded the motion and was unanimously approved as submitted.

Trustee Takeuchi asked what caused the difference of approximately \$35,000 in reserve funds from 2014 to this time in 2015. Trustee Sweet and Trustee du Pont responded that prior to 2013, money was spent on the main floor renovation, and this was a major expense that the Library saved for over several years. The main floor renovation is complete and all

funds were expended. In the meanwhile, fundraising has been very successful due to the generosity of the Tuxedo public, as well as prudent financial decisions made by the staff and board over the past year.

### **Directors Report:**

Director Loomis report was circulated prior to the meeting. Director Loomis reported the patron survey for the strategic plan had been sent out through various methods and was up on the libraries website, and had received 115 survey responses so far. Director Loomis reported the library had received a \$1,000 Summer Teen Intern Grant from the Young Adult Library Services Association (a division of the American Library Association) and the Dollar General Literacy Foundation. The Grant will be used to hire 2 teen interns to assist with the 2015 Summer Reading program.

Trustee du Pont reported good feedback concerning the Train station “Reads for Rides” bookshelf, with books having been taken and left. Trustee Howard asked how he could help with the maintenance of the shelf and Director Loomis suggested that he check occasionally to straighten the shelf and make sure that there were not too many books being dropped off.

### **Committee Reports:**

#### **Authors Circle:**

Trustee Howard reported that we have Author Steve Osborne, who wrote, “The Job”, is coming in June but that the specific date has not yet been booked. Steve Osborne is a retired policeman who has appeared many times on “The Moth” radio show. Trustee Howard suggested that the library contact neighboring police and fire departments to let them know of his appearance.

#### **Trustees:**

Trustees Bullard reported that the Directors evaluation will be sent to trustees by the end of the week.

#### **Building:**

Director Loomis reported that a bid for the carpet replacement on the second floor had been accepted and would be replaced shortly. Jeff Gundermann looked into the water problem of water seeping up through the floor and leaking into the basement rooms. Mr. Gundermann suggested that an internal French drain be installed in the South West corner of the building. Director Loomis explained that this water problem must be integrated into the downstairs renovation and is hoping to apply for a NY state construction grant to help with some of the costs.

President Davidson suggested that Director Loomis create a list of the top 10 library vendors and we ask them to help us with underwriting or donations.

Trustee Frazier added that the carpet in the History room that lies on top of the floor carpet bunches and might be a danger. Director Loomis said that this issue had been discussed

with the carpet company and they were trying to get it fixed at the same time the new carpet would be installed.

**Friends:**

Trustee Bullard reported that Friends' chair, Amra Sabic -El- Rayess had sent the paperwork to file as a 501c3 pro bono to Attorney Charles Toal and had not yet heard back from him. Trustee du Pont would be following up with Mr. Toal to see if this paperwork could be expedited.

Trustee du Pont reported 7 community members plus library staff met to discuss the bookroom. The discussion in the meetings included: guidelines on donations, physical space, pricing, surveying other libraries and room management. Trustee du Pont also suggested that pricing on books be changed to a suggested donation instead of a fixed price sale.

**Strategic Planning:**

Trustee du Pont reported that the patron survey had been sent throughout the community using as many sources as possible, including Constant Contact, the Tuxedo Chamber of Commerce, St. Marys' weekly email, and many other email lists. Trustee du Pont stated that she was very happy so far with 115 completed surveys and was hoping for a few more before the March 15<sup>th</sup> deadline. After the deadline there will be a planning committee meeting to go over the results and prepare for the focus group on April 12<sup>th</sup> at 1p.m. So far, 22 people have signed up to attend the April 12<sup>th</sup> meeting. There will be a board retreat on Sunday, April 19<sup>th</sup> at 9am at the Tuxedo Train Station.

**Memorial Day:**

Assistant Director Brady reported that the group had met several times and was making great progress. Sharp had already donated the TV. They also had received a generous donation from Glenmere Mansion, Golf at the Tuxedo Club, and Dinner for 10 delivered to your home from Tuxedo Park Events. She also stated that they were looking for underwriting this year for items like the bounce house, DJ, food, etc...and hoping to get raffle tickets out by the next meeting on March 21<sup>st</sup>.

**New Business:**

President Davidson reported that we had already voted in the 2014 Annual Report to the State during the Treasurers Report. He also said that the budget process should start in March, and a meeting was scheduled.

**Old Business: None**

On a motion by Trustee Frazer, seconded by Trustee Sweet, and approved unanimously, the meeting was adjourned at 8:32p.m.

Respectfully submitted,  
Heather Bullard, Secretary