

**Tuxedo Park Library  
Board of Trustees Meeting Minutes  
Nov 11, 2014**

Mrs. du Pont called the meeting to order at 7:32 p.m.

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

**Absent:** Trustees Davidson, and Takeuchi

**Minutes:** On a motion by Mr. Sweet and seconded by Mrs. Fennell, the October 14<sup>th</sup> Board of Trustees meeting minutes were unanimously approved as submitted.

**Treasurer's Report:** Mr. Sweet reported that the library budget was approved by 55.8%, a 12% margin over the "no" vote. In reviewing year-to-date expenses and the full year forecast, we are on target with the budget and should finish +/- 0.1% of our target without deploying our building and maintenance reserve.

**Directors Report:** Ms. Loomis' report was circulated prior to the meeting. She reported that RCLS was audited by the state. Ms. Loomis reported that she and Ms. Brady attended a conference on litigation at RCLS and found it to be very informative. They feel our library is following proper procedures to avoid exposure to litigation, and they are implementing a few minor changes where they now deem advisable. Ms. Loomis also stated that the Monroe Library staff has become part of the Workers of America Union. Ms. Loomis agreed that she would do a presentation on how to use the eBooks and eAudio resources the library offers at the next meeting.

**Committee Report:**

**Authors' circle:** Mr. Howard reported that the presentation, "To Marry an English Lord" was well-attended, witty and informative. Mr. DeSimone added that he is hoping to secure a popular writer, for the spring. Mr. Howard stated that he would like to arrange for more authors who connect with a broader base in the community such as Brian Castor, who wrote, "The Long Walk" which chronicles his experience being a lead in Military Bomb disposal unit. Mr. Sweet suggested that the Authors' Circle connect with the Historical Society on the new book coming out on the Red Apple Rest.

**Committee on Trustees:** The nominating Committee will present a slate of Officers for 2015 at the next meeting. Trustees were encouraged to consider skilled candidates to fill the Trustee slot now open due to Mr. Gladding's resignation.

**Building:** Ms. Loomis reported that new LED Lights were installed in the back of the library and that they fixed a potential safety concern. Ms. Brady raised the issue of

the worn condition of the lower level, and whether it should be repainted prior to renovation. The area has not been painted in over 20 years and has a negative impact on patrons, programs and staff. No decision was made.

**Fundraising:** Ms. du Pont reported that the annual mailing would be sent out by the Friends group. There was discussion on the transition of fundraising efforts to the Friends group and that ultimately checks will be written directly to the Friends of the Tuxedo Library as it will become a separate 501(c) (3) non-profit organization. In keeping with the Friends' mission, those moneys raised will be given to the library to be used as determined by the Director and Trustees. In Ms. Bakhtiary's absence, it was agreed that how the current group of Friends volunteers, who run the Book Sale Room, operates going forward will be resolved after further discussion with her.

**Marketing:** None

**Friends:** Discussed previously

**New Business:**

**Tuxedo Park Library Budget Vote:** Mr. Sweet reported on the Election Day budget vote. Mr. Sweet presented a chart showing the past years budget voting. He suggested that the library needs to do a better job on PR. Mrs. Fennel suggested that improvements in the library done by fundraising, such as the coffee bar, be publicized so the community knows that taxpayer money was not spent on the 2013 renovation. Ms. Fennel also suggested that the library should reach out to Eagle Valley to raise our profile there, and Ms. Loomis is working on promoting services to that area.

**Health Insurance benefit:** Potential changes to the Personnel Handbook were discussed. After an extensive discussion, Mr. Sweet then made a motion to approve continuing a \$300 monthly health insurance voucher in Lieu of Health Insurance, and Ms. Fennel seconded the motion and it was passed unanimously.

**Old Business:** Ms. Loomis reported that they were still working on updating the Employee Handbook. Ms. Loomis stated that she would go over all changes and additions with Mr. Davidson, and will present recommendations to the Board. At the suggestion of our insurance carrier, a policy on sexual harassment has been drafted. Mr. DeSimone suggested that a rider be put on our D & O policy, which Ms. Loomis will investigate.

Ms. Frazier commented on the progress of the Tuxedo school conversion charter and if the school does become a charter school, would the library be able to accept students from areas such as New Jersey and Ms. Brady stated that yes, the library can offer library services to those students who reside outside RCLS .

Train station Kiosk has been purchased and will be placed in the train station after a sign is made.

On the motion of Ms. Fennell, seconded by Mr. Sweet, and approved unanimously, the meeting was adjourned at 9:15 p.m.

Respectfully Submitted  
Heather Bullard