

**TUXEDO PARK LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES January 12, 2016**  
**Approved 2-9-16**

President Davidson called the meeting to order at 7:35 PM.

Present: Trustees Bullard, Davidson, du Pont, Fennell, Frazer, 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 Sweet, the December 8<sup>th</sup>, minutes were approved as submitted.

Treasurer's Report: Trustee Sweet reported total Library assets of \$245,000 at the end of December. The Friends Organization is keeping a separate balance sheet and we are working on transfer procedures between the group and the library reserve funds. The Library was in-line with its 2015 budget, generating about \$553,606 of income with expenditures of about \$552,071, leaving a budget surplus of around \$4,150. This is the fourth straight year that we will be under budget for the year and Trustee Sweet commended the staff for controlling costs. Trustee Sweet stated that we have several building and maintenance issue that need to be addressed quickly: lack of heat on the second floor, broken cooling unit in the lobby, broken cooling unit in the program room and a replacement part for the elevator. Both of the compressors are located on the roof and a crane is needed to reach them. Trustee Sweet recommended that we fix both of these compressors at the same time. Trustee Sweet made a motion to allocate up to \$8,700 towards fixing the heating compressor for the second floor, President Davidson seconded the motion, and the motion was unanimously passed.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. Director Loomis reported that the new wireless access point works very well. It will allow patrons to send and receive emails via their mobile device while they are in the building, which wasn't always possible. The equipment cost was a little over \$600. We received two recent compliments on the train station cart noting how well stocked it is, and it's nicely arranged it is. Staff member, Genilda Visconti has been taking charge of the cart and doing a great job.

Committee Reports:

Authors' Circle: Trustee Howard reported that we are looking forward to the January 24<sup>th</sup> event hosting James Kaplan, "Sinatra, The Chairman" will be well attended and lots of fun. A reception at the du Pont house for the Author's Circle follows. April 3<sup>rd</sup> we will be hosting Steven Silverman, "The Catskill: The History of How It Changed America". Barry Hawk recently wrote a technical book on legal procedures on ancient civilizations.

Trustee Howard hopes that we might have him as a guest. Cristina Alger has written a second book, and we are hoping to have her come to the library but a date has not yet been set. Trustee Frazer reported being in touch with several young adult authors to host at the library. She will continue to follow up with these authors. Trustee Frazer would like to bring the children from the school for a children's Authors Circle event either by bus or walking.

Committee on Trustees: Trustee Davidson reported that Trustee Sweet's term was finished and that we will re-elect him to the board and treasurer. President Davidson was meeting with a prospective board member later in the week. Trustee Fennell suggested that the committee review the Library by-laws and the nomenclature this year as there are some discrepancies, and the board will make changes as needed.

Building and Grounds: Previously discussed.

Friends:

Trustee du Pont reported that the Friends are working on expanding their core group, planning the annual dinner. Amra Sabic-El-Rayess sent out the letter for the annual giving. The proceeds are deposited in the Friend's account. There was a last meeting attended by the Friends officers, Trustees Sweet and Bullard, Director Loomis and Assistant Director Brady to discuss how the group's financial system will work. The discussion continues primarily with Trustee Sweet and Friends' Treasurer, Alexandra Parker.

Strategic Planning:

Director Loomis reported a group met to discuss planning the lower level planning renovation including Trustee Bullard to help with kitchen design and Friends' Secretary Case with decorating and fine tuning Gensler's plan. The plans were discussed including the functionality of each area and Friends Secretary will start a Pinterest board to share her ideas. The next meeting is scheduled for later this month with Alan Yassky. Director Loomis, Trustee du Pont, Susan Babcock and Alan Yassky went to the recently renovated TPS tech lab. A discussion followed on the various uses of the basement space and the technology needed.

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 books. A small amount of the proceeds of the sale of each book accrue to Mr. Howard's employer. Trustee Bullard then stated that she sometime works and donates food and catering services to the library for various functions. President Davidson then made a motion that the Board agrees that these

situations shall not be considered a conflict of interest for Trustee Howard and Trustee Bullard, which passed unanimously.

“Tax Cap Override Resolution”

*Whereas, the adoption of the 2017 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 12, 2016.*

President Davidson made a motion to approve the resolution. Trustee Frazer seconded the motion which passed unanimously.

On a motion by Trustee Davidson, seconded by Trustee Howard, and approved unanimously, the meeting was adjourned at 8:43 PM.

Respectfully submitted,  
Heather Bullard Secretary

**Tuxedo Park Library Annual Meeting Minutes**  
**January 13, 2015**  
**Approved 2-9-16**

President Davidson called the Annual Meeting to order at 8:44 p.m.

Present:

Trustees Bullard, Davidson, du Pont, Fennell, Frazer, Howard, Sweet, Takeuchi,  
Director Loomis, Assistant Director Brady, Friends Chair Sabic-El Rayess

Absent: None

Public Comment: None

President Davidson commenced the meeting by motioning to elect the following slate reported by Trustee Fennell for the upcoming year:

President: Anthony Davidson

Vice President: none

Treasurer: William Sweet

Secretary: Heather Bullard

Trustee Fennell made a motion that the nominees be elected to the positions shown above. Trustee Takeuchi seconded the motion and the motion was approved unanimously.

Trustee Davidson asked for standing committees for the 2016 year to remain the same, and the board voted all in favor.

New Business:

On a motion by Trustee Davidson, seconded by Trustee Howard, and approved unanimously, the meeting was adjourned at 9:08 PM.

Respectfully submitted,  
Heather Bullard Secretary