

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES March 8, 2016
APPROVED

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

Present: Trustees Bullard, Davidson, du Pont, Fennell, Frazer, Jones, Sweet, Director Loomis, Marina Case

Absent: Trustees Takeuchi, Howard, and Assistant Director Brady

Public Comments: President Davidson welcomed Genevieve Jones to the board.

Trustee du Pont welcomed Marina Case to the meeting and introduced her to the board as the lead designer working on the lower level renovation project as well as the Friends' secretary. Trustee du Pont explained a committee has formed to help with the lower level renovation; members include Trustee du Pont, Bullard, Takeuchi, Director Loomis, and Marina Case, Susanne Williams, Alan Yassky, and Kevin Craig. This group is working on interior design, and infrastructure, so that we can move forward in order to apply for grants, and move the project along. Trustee du Pont said the next goal of the group was to put forward a plan and have a special board meeting in late April to present recommendations on infrastructure, design and possibly preliminary budgets.

Marina Case reported that the goal of the design of the lower level was to make the basement not feel like the lower level but more like a high tech space. She explained that libraries have become community spaces that are used for many things like meeting rooms, labs, tutoring, interviews, classes, workshop spaces, and extensions of home offices. Our goal is to create a beautiful multi-use high tech space in its look as well as function, and to incorporate the history of the library in its decorating. She went on to describe specific items like incorporating as many glass walls as possible, stackable light colorful chairs, using high tech companies like Google, Yahoo and other tech spaces as inspiration.

President Davidson asked about the order of operations, expense and timeline. Marina explained that we have the basic plan, and now can start with contractor's estimates and then furniture and design items. Once necessary infrastructure issues and costs are defined, we can gather design ideas with estimates and then create an order of magnitude with planning and design.

Minutes: On a motion by Trustee Fennell and seconded by Trustee Sweet, the February Board of Trustees meeting minutes were unanimously approved as amended.

Treasurer's Report: Trustee Sweet reported that we have about \$670,000 worth of assets, vs. \$640,000 this time last year. We did receive the tax funds in mid-February and we are now fully funded. There were several emergency repairs needed in January and February. The library heat on 2nd floor and the elevator have been fixed, and the cost of both was \$9600, coming out of a \$6000 budget. The building reserve has about \$12,300 and a \$4639 surplus from last year which will be absorbed into building maintenance for

2016. Trustee Sweet went on to report that the budget planning for 2017 was taking place and he invited all board members and public to the planning session on Tuesday, March 29th at 7:30 a.m. and Tuesday the 5th of April if needed.

Director's Report: Director Loomis' report was circulated prior to the meeting. She reported that the library received a \$1500 grant from the Arts Mid-Hudson for the "Celestial-Inspired Arts Series." Ms Ginny O'Neill designed the program and submitted the application. Ninety-three applications were submitted throughout Orange, Dutchess and Ulster counties requesting a total of more than \$285,000 making the process very competitive.

Forty-three grants were awarded. The series will take place in late April 2016. The director went on to report that the new homework club has been very successful and well received by patrons. Children in grades k-6 drop in and have a snack and work on homework with the help of teen volunteers. The program runs on Thursdays from 4-6 p.m.

Committee Reports:

Authors' Circle: Trustee du Pont reported that the library will be hosting Steven Silverman, "The Catskills: The History of How it Changed America" on Sunday April 3rd followed by an Authors' Circle reception at Genevieve Jones home at 4:30 p.m. Cristina Alger Wang will be coming on Sunday May 15th to present her book, "This Was Not the Plan".

Committee on Trustees: President Davidson welcomed Trustee Jones as the newest board member.

Building: Director Loomis reported that there are ongoing problems with the elevator. These problems were being worked on and she hoped that it would be fixed shortly.

Friends: Trustee Bullard read a report by Friends Chair Sabic-El-Rayess. The report stated that Friends' Treasurer, Alexandra Parker and Library Treasurer Sweet have worked very hard on setting up a framework between Friends and Library that would be transparent and easy to execute as we prepare for our main fundraiser this year. Friends' Executive Committee has met first to hear Friends treasurer Parkers proposal. The group (Bill Sweet, Heather Bullard, Barbara du Pont, Florence Brady, Diane Loomis, Alexandra Parker, Marina Case, Amra Sabic-El-Rayess) met collectively at the Library to reiterate that the Friends share the same goal of supporting the Library and that, to do so most effectively, we need to better outline how we will work together. Friends' reiterated that we have two primary goals: 1. To maximize community support for the Library and 2. To ensure full transparency with the community donors of the Library. The report then stated that the Executive Committee met for the third time since the beginning of the year to discuss their marketing efforts. They approached Deirdre Murphy, former marketing executive, to help with marketing efforts and strategy to include expanding our events, building greater publicity in press and online for the Library, improving visibility of

the Library and Friends' projects/activities in the community, community collaboration with other institutions etc. The executive committee also started initial conversations regarding the main fundraiser in the fall and have started planning.

Strategic plan:

Director Loomis reported that Caroline is creating a full map of our website, and getting usage statistics, to recreate the website. President Davidson suggested that we reach out to several other website design creators to get several sources for new website design.

Memorial Day:

Trustee Bullard reported that we had a second meeting which was well attended and last years duties were discussed, as were prizes for this years event. The Memorial committee would like to ask the board to sponsor one of the prize items. They are also hoping to print raffle tickets so we can start selling them. Director Loomis reported that we are having problems with the TV donation this year, and we might switch to having a grill as the large donation instead of the TV.

New Business: Ms. Loomis requested that the Board approve the 2015 Annual Report to the state. Ms. Loomis explained that the timing for preparation and submission of the report is very tight, leaving almost no time for Trustees to review it and suggest changes before it must be submitted. President Davidson then made a motion to approve the Annual Report. Trustee Bullard seconded the motion. The motion was approved by a vote of all in favor, none opposed.

Old Business: None

On a motion by President Davidson, seconded by Trustee du Pont, and approved unanimously, the meeting was adjourned at 8:35 PM.

Respectfully submitted,
Heather Bullard Secretary