

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 10, 2016
Approved**

President Davidson called the meeting to order at 7:36 PM.

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

Absent: Trustee Frazer, Takeuchi, and Assistant Director Brady

Public Comments: None

Minutes: On a motion by President Davidson and seconded by Trustee Howard, the April 12 Board of Trustees meeting minutes were unanimously approved as submitted.

Treasurer's Report: Trustee Sweet reported no major changes in the financial reports since April. He is working on the Friends financial agreement and hopes to complete that in the next week. Trustee Sweet presented the 2016 Investment Committee Report which showed that we have gained approximately \$7,000 over the past 2 years as the library's investments have performed well, for a cumulative gain of 5.5%. With the approval of the Finance Committee, the Investment Committee recommends that we rebalance the cash holdings in the investment portfolio into the investment holding account. Trustee du Pont added that the 2015 fundraiser is \$17,910 and is not showing in this account. A lengthy discussion followed the reporting of annual fundraising money and annual giving. President Davidson asked if we had heard back from Chase bank about the fees being charged to our accounts. Trustee Sweet said that he had not heard back from the bank, but would follow up with them.

Director's Report:

Director Loomis' report was circulated prior to the meeting. She reported that library staff has been focusing on the Memorial Day picnic and all of the duties that are associated with that. The journal ads sales this year have exceeded other years by \$2800, and congratulations to the committee. Caroline Siecke-Pape has been working with local newspapers to get some coverage for the picnic if possible. Director Loomis said that they have been distributing posters and placing them throughout the town. Trustee du Pont added a big thank you to Joseph Ng for working on the website with Caroline which everyone is looking forward to.

Committee Reports:

Authors' Circle: Trustee Howard reported that Cristina Alger Wang will be coming on Sunday, May 15th with her book, "This Was Not the Plan" and we are anticipating a large crowd followed by a reception at the Regna's home. The next event will be on June 12th. Stacey Goergen and Amanda Benchley will be presenting their book, "Artists Living with Art" followed by an Authors' Circle reception. Finally, the September 24th Annual fundraising dinner will be hosting James Kaplan as our guest of honor, and author of "Sinatra, The Chairman."

Committee on Trustees: No report.

Building: Director Loomis reported that we have decided on a ductless solution for heating and cooling in the lower level. Four units will be mounted on the walls. The first unit will be installed during the next week for the program room. The cost of the one unit is \$9600. This unit will run heat through electricity instead of gas, and will be very energy efficient with the cost the same or lowered. A discussion followed regarding NY State construction grants for the lower level bathrooms, and a glass partition wall in the reading room.

Marketing: No report.

Friends: Trustee Bullard reported that there was a Friends meeting earlier in the month, and we have selected September 24th, 2016 for the Annual Library Fundraiser with James Kaplan as our author. Now we will begin planning all of the details of the event. The Friends also discussed their relationship with the library and fundraising. Trustee Sweet and Friends Treasurer Alexandra Parker are working on creating a plan for the finances, where the Friends group raises money for the library, then turns over that money on a scheduled basis, and then the library board and director decide where that is best allocated. The library will then report to the Friends on where the fundraising money is budgeted or needed and how it is being used. Trustee du Pont reported that the annual giving is about \$19,000 so far this year, which is a little lower than past years. Trustee Bullard reported that online giving was not reported in this number. President Davidson mentioned that this year we need the Friends group to motivate and advocate the base of voters who care about the library to get out and vote this year.

Fundraising: Discussed previously

Strategic Planning:

Trustee du Pont passed around a lower lever plan developed by Marina with a basic layout. She went on to discuss each room and its uses. The mechanical closets will be changed by eliminating one closet and the other will be reduced dramatically. We will be opening up the stone and brick walls throughout the basement, and adding glass walls where appropriate to open the space. There will be storage cabinets in the program room, and light streamlined chairs that can be set up and broken down easily and are safe for children. The kitchen will be open to the program room, with appliances along the back wall, and a floating island. Throughout the basement, we will add photographic wallpaper of the history of the use of the library with the bowling alley, to honor its past. There will be 2 offices in the north curve of the building with glass walls that can be used for meetings, private studying and tutoring. The plan is to create an open tech friendly space that is inviting, light and addresses the needs for the community. A lengthy discussion followed about books, shelf space, the plan and the use of each space. There will be a special board meeting on Tuesday May 31, 2016.

Old Business: None

On a motion by President Davidson, seconded by Trustee Fennell, and approved unanimously, the meeting was adjourned at 8:40 PM.

Respectfully submitted,
Heather Bullard
Secretary