

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 13, 2016
APPROVED

President Davidson called the meeting to order at 7:32 PM.

Present: Trustees Bullard, Davidson, du Pont, Fennell, Frazer, Howard, Sweet, Takeuchi, Director Loomis, Assistant Director Brady

Absent: Trustee du Pont

Public Comments: None

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

Treasurer's Report:

Trustee Sweet reported that we received our 2015 format 990 income tax return as well as audited statements from our certified public accountant. They are ready to be reviewed by the board and then they will be electronically filed this week. In summary, our 2016 financial statements are in good order. The transition of bookkeepers has been very smooth and Carol has been very generous with her time in helping Michele transition smoothly. Trustee Sweet reported that we are about 5% over our expenses for the first part of the year due to unforeseen building and grounds costs. The building and grounds reserve funds will be used this year to pay for these expenses. This will leave us next year without a surplus for building and grounds. Trustee Sweet reported that the Friends have transferred \$25,000 into the library balance sheet from 2015 year end fundraiser. In October, the Friends funds will be reviewed, and transfer will occur every few months throughout the year. Overall, Mr. Sweet believes that our year-end results will be on budget with the reserve added. A discussion followed about the reserve funds and the operating budget.

Director's Report:

Director Loomis' report was circulated prior to the meeting. She reported that she followed up with the Board of Elections. We are ready and in good shape for the November election. Trustee Fennell asked if the bench has been replaced, and Director Loomis said that it was installed today and now needs a cement base so it could be affixed and bolted. The cost of the bench was \$882 and is from an American made company. S & B Total Homecare offered to help with the landscaping for the front of the air conditioner unit.

Director Loomis reviewed the traffic patterns and reference statistics in the library noting a small decrease from the previous year. This change may be due to more patrons utilizing the library's online services and therefore do not have to come into the library. The report also showed an increase in traffic on Wednesday and Thursday, this may be attributed to Susan Babock's work schedule change. Director Loomis mentioned that our

library mission has changed and patrons are coming in for different reasons: to use the computer or attend a program, not just checking out books. Also, all books are available for interlibrary loan and available for pickup at another RCLS branch. A discussion followed on foot traffic, patrons using the library and patron satisfaction.

Committee Reports:

Authors' Circle:

Trustee Howard reported that we have the annual fundraiser in a couple of weeks. James Kaplan is the guest author. The discussion will be held at the library at 11 a.m. on September 24th. The talk will be followed by the annual dinner at the Brennan's home at 6 p.m. The next author will be Victoria Wilson, who has written 2 books on Barbara Stanwick, and she will be presenting her first book in November. The library is planning a Barbara Stanwick movie *Double Indemnity* at the library the week before the presentation. Trustee Howard reported that Colson Whitehead published a highly acclaimed book titled, *The Underground Railroad*. Trustee Howard will do his best to get him to come to Tuxedo, and coordinating an event with the Tuxedo school for children, and then visiting the library for the adults.

Committee on Trustees:

Unfortunately, we accepted Genevieve Jones' resignation from the board, as we are not allowed to have a remote member. This leaves 2 spots on the board that are open presently. President Davidson went on to say that we need to formalize the number of trustees and he thinks it should be 9 members since to pass a vote, a majority of trustees is needed. With a board of 9, you would need a vote of 5 to pass motions, having an odd number of trustees makes more sense.

Building: No report.

Friends:

Trustee Bullard reported that the Annual Fundraising Dinner will be on September 24th at the Brennan's home in Tuxedo Park at 6 p.m. and we are looking forward to a very successful evening with many attendees. We would like as many trustees as possible to come and would like to offer gratis tickets to any trustees who would like one.

New Business:

Strategic Planning:

Director Loomis is trying to coordinate our programs to be more convenient for parents. The library is coordinating with the town to have a special event after the tree lighting. The library will also participate in Family Fun Day. President Davidson mentioned that at a town board meeting where our petition was validated, one of the council people made comment and expressed concern that during this time of cutback, the library is asking for an increase in their budget. President Davidson thought he would make an open invitation to the town board to visit the library and speak to them about the library operations.

Director Loomis asked that we vote on a NY state construction grant that she has written for the renovation of the 2 lower level bathrooms. The entire project is \$21, 900 and we

may receive 30-50% in funding through this grant. President Davidson moved to pass this resolution. It was passed unanimously.

Proposed Resolution for Grant and RCLS Assurance:

The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Tuxedo Park Library.

On a motion by President Davidson, seconded by Trustee Howard, and approved unanimously, the meeting was adjourned at 8:52 PM.

Respectfully submitted,
Heather Bullard, Secretary