

**TUXEDO PARK LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES - Approved  
September 15, 2015**

President Davidson called the meeting to order at 7:41 PM.

**Present:** Trustees Bullard, Davidson, du Pont, Fennell, Frazer, Takeuchi, Director Loomis, Assistant Director Brady, Friends President Sabic- El- Rayess

**Absent:** Trustee Howard, and Sweet

**Public Comments:** None

**Minutes:** On a motion by Trustee Fennell and seconded by Trustee du Pont, the July 14<sup>th</sup> Board of Trustees meeting minutes were unanimously approved.

**Treasurer's Report:** Trustee Sweet was absent but sent a report via email, which the trustees reviewed during the meeting. In his report, Trustee Sweet thanked everyone who worked on the Authors' Circle fundraising dinner. He then stated that the library is to be on budget for the first draft of our year-end forecast. The library audit has been completed, and that the library is in sound shape and reporting on time. He stated that we need to make a minor change to keep copies of checks with deposit slips. President Davidson had some questions regarding the budget vs. forecast and after reviewing Director Loomis said that she would go over with Carol and send out a corrected version.

**Director's Report:** Ms. Loomis' report was circulated prior to the meeting. She reported that Ginny O'Neill, Assistant Director Brady and Director Loomis will be attending the legislative breakfast at Mt. Fuji and advocate for library funding. Director Loomis stated that the library hired two new staff members, Heather Barr as a library clerk, and Elizabeth Meadows as a fill-in clerk employee. Banned books week is September 27-October 3<sup>rd</sup>, and patrons can have their photo/mug-shots taken.

Trustee du Pont asked if the change in Susan Babcock's hours will result in more programming in the evening for children, and what has been scheduled. Director Loomis said that they have been working on different programs and changing start times to better meet the needs set forth in the strategic plan.

Trustee Takeuchi stated that she liked the new look of the newsletter, and found it more "readable". Director Loomis reported that the budget petitions were submitted to the town clerk on July 29<sup>th</sup>. The town of Tuxedo approved them on August 24<sup>th</sup> and submitting them to the Orange County Board of Elections in Goshen.

**Committee Reports:**

**Authors' Circle:** Trustee du Pont reported the next author will be Chiu Yin Hempel with photographer, Greg Miller who will discuss their book, "The Gift of Nature" on

November 15th. This is the third book in the Tuxedo Park trilogy, “ Historic Houses”, and “Lives, Legacies, Legends”. Carol Monderer published this book and underwrote it, and they will have a book launching at the Tuxedo Club on September 26<sup>th</sup>. The proceeds for that day will be donated to the Tuxedo Park School and on November 15<sup>th</sup> the book sales proceeds will be split between the Tuxedo Park Library and the Tuxedo Park Fire Department, which we are very grateful for. Carol Monderer is also interested in selling all three of the books and to price the set at a good discount. Friends President Sabic-El-Rayess suggested posting on the Friends page to help promote sales.

**Committee on Trustees:** President Davidson reported that he received a letter of resignation for Trustee DeSimone. He stated the board and the library will miss him and all of his work over the years has been greatly appreciated by all. President Davidson went on to report that Amra Sabic- El-Rayess will remain as the Friends of Tuxedo Park Library President.

**Building:** Director Loomis reported that she has received an estimate for the HVAC and is trying to get one or two more estimates before selecting a company for the work.

**Fundraising:** Friends President Sabic-El-Rayess said that the Authors’ Circle fundraising dinner was a great success. Even with the rain, it was a very successful party with many emails, messages, and phone calls saying how much everyone enjoyed themselves.

**Strategic Plan:** Director Loomis stated they the library is trying to be more proactive with library services, such as the “Mind Your Business at the Library Tri-fold”, which will be handled out at the next Chamber of Commerce event. The tri-fold explains and promotes business services that are offered at the library including notary services, Wi-Fi, business databases, programming, and online universal classes.

**New Business:** Assistant Director Brady reported on the circulation statistics. Physical material is still heading downward while digital material is heading upward. She felt that digital material would be even higher if there more material available but because of the high expense, material is limited, and the long wait to receive items may be having an effect on circulation statistics. Director Loomis distributed the Traffic Survey in the meeting. There is a reduction of patrons visiting into the library now patrons can access the library from home using their computers. The Village Board meeting asked the Library to come to the next meeting and talk about the library and its services.

**Old Business: None**

On a motion by Trustee du Pont, seconded by Trustee Fennell, and approved unanimously, the meeting was adjourned at 9:05 PM.

Respectfully submitted,  
Heather Bullard, Secretary