

**Tuxedo Park Library  
Board of Trustees Meeting Minutes Nov 8, 2016  
Approved**

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

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

Absent: Frazier, and Takeuchi

Minutes: On a motion by Trustee Fennell and seconded Trustee Howard, the October 10<sup>th</sup>, Board of Trustees meeting minutes were unanimously approved as amended.

Treasurer's Report: Director Loomis reported for Trustee Sweet. She stated that there were no major changes since last month. We are slightly over budget by \$13,000, and that is mainly due to building and grounds expenses. That overage will be covered by our building and grounds reserve at the end of the year, and we hope this number decreases by year end.

Directors Report: Director Loomis' report was circulated prior to the meeting. She reported that a large branch on the maple tree was ready to come down. Wickes Tree and Lawn care came in and trimmed the branch at no charge, and she thanked them for their generosity. Director Loomis went on to report that she was sorry to be losing a very talented employee bookkeeper Michelle Furbeck. She has advertised the bookkeeper position and will interview applicants. A discussion followed regarding hiring a new bookkeeper.

Committee Report:

Authors' Circle: Trustee Howard reported Victoria Wilson would be coming to the library this Sunday, November 13 at 3p.m. to discuss her book on Barbara Stanwick, *A Life of Barbara Stanwyck: Steel-True 1907-1940*. He went on to report that he was very interested in inviting Colson Whitehead this spring for a town wide event. He will work with Trustee Frazer on ways to include writing students from the surrounding school districts.

Committee on Trustees: Trustee Fennell reported that in January, we need to vote on the Trustees and leadership positions. A discussion followed on how to attract qualified new Trustees. We also need to review and update the library bylaws.

Marketing: None

Friends: None

## **New Business:**

Two changes to the Employee Handbook were discussed. Upon a motion by President Davidson and seconded by Trustee Howard, the following changes were unanimously approved.

### ***Section III Terms of Employment, Part D***

*D. The Library follows requirements for overtime eligibility as determined by the Department of Labor (DoL). Payment for up to 40 hours in a week will be at straight time. Non-exempt employees who, at the request of the Director, work more than 40 hours in an individual week, shall be paid overtime for such hours in excess of 40 in that week. Eligible overtime is paid at the rate of 1.5 times the employee's hourly rate.*

*Full time employees who qualify as exempt under the DoL rules shall be considered exempt. Exempt employees who, at the request of the Director, work hours in excess of their respective work week, shall receive an equivalent amount of compensatory time off, to be scheduled with approval from the Director.*

### ***Section VIII, Vacation Time, Part F***

*F. Notice of the intent to utilize Vacation Time must be submitted to the Director. Approval will be based on balancing requests across all employees and the needs of the Library*

The 2016 RCLS Budget Resolution was discussed. Upon a motion by President Davidson, the board unanimously approved the following resolution:

*The Board of Trustees of the Tuxedo Park Library approves a resolution to accept the Ramapo Catskills Library System 2017 Budget, as presented.*

On the motion of President Davidson, seconded by Trustee Sweet, and approved unanimously, the meeting was adjourned at 8:36 p.m.

Respectfully Submitted,  
Heather Bullard