

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES December 8, 2015
APPROVED**

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

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

Absent: Trustee Frazer, Takeuchi

Public Comments: None

Minutes: On a motion by Trustee Fennell and seconded by Trustee Sweet, the November 10, 2015 Board of Trustees meeting minutes were approved as amended.

Treasurer's Report:

Trustee Sweet reported that total Library financial assets including all funds ended November at approximately \$285,000 compared to about \$235,000 last year. The difference is due primarily to fundraising efforts. At present, the Library's assets are held completely separately from the Friends of the Tuxedo Park Library's assets, and there was some discussion whether the Friends group and the Library should remain separate and retain two separate balance sheets or consolidate them into one balance sheet for board reporting purposes. Trustee du Pont stated that when the Friends organization started, it was decided that money raised would be transferred to the library accounts, but specific procedures were not set up for how often these transfers would occur, but would be done prior to the end of the year and maybe soon after each fundraiser. In reviewing income and expense projections for the year, it appears as if the Library will carry an account surplus of about \$4,100 into the 2016 budget year.

Director's Report:

Ms. Loomis' report was circulated prior to the meeting. Director Loomis shared comments from library patrons. One patron complimented the selection of educational programs offered by Ginny O'Neill. Patrons also commented on library fines, the book sale room, and the current movie collection. Assistant Director Brady has been going to training for Blue Cloud Analytics. This software runs analysis about tracked data, and should be very helpful for tracking library use. It so far has shown that the Tuxedo Library's largest patron group is 27-49 years old, which might be a reflection of parents taking books out for children.

Committee Reports:

Authors' Circle: Trustee Howard reported that we have several events coming up, James Kaplan, "Sinatra, The Chairman" will be presenting on the January 24th. The next event scheduled will be on April 3rd Steven Silverman will be presenting his book, "The Catskills: The History of How It changed America". Linda Frazier is working on a Young Adult and Children's Author Circle program.

Committee on Trustees: Trustee Fennell is putting together the slate for officers for the 2016 trustees. President Davidson and Trustee Fennell will also meet with a prospective new Trustee.

Building Planning: No report.

Friends: Trustee Bullard reported for Friends Chair Sabic-El- Rayess, that the Executive committee of the Friends group would be meeting on Sunday December 13th to discuss the agenda for 2016. They are looking for a better way to engage people with authors at the Author's Circle events. There will be an event at Creel and Gow store in NYC promoting, "Tuxedo Park: A Gift of Nature." Proceeds will go to the Friends of Tuxedo Park Library, the Tuxedo Park Fire Department and Tuxedo Historical Society. Also, an Annual Giving letter will be mailed out to the community very soon, and finally the Friends group online community is steadily growing in numbers.

Fundraising: Ms. Loomis reported that the annual appeal letter was mailed on December 10th.

New Business: None

Strategic Plan:

President Davidson discussed the architectural renderings, and that the board might want to look at these renderings and decide on the concept that we want to drive towards with various pivot points that might offer variations within the concepts. For example, maybe consolidate the mechanicals into one room creating more of an open space when you first walk down the stairs, also using as much glass or columns instead of walls, and possibly expose the ceiling with ducts and exposed lighting. Some of the items that need to be considered are costs, structural uses and solutions, acoustic impact, and interior design. A discussion followed.

On a motion by Mr. Sweet, seconded by Mr. Howard, and approved unanimously, the meeting was adjourned at 9:06 PM.

Respectfully submitted,
Heather Bullard Secretary