

**Tuxedo Park Library**  
**Minutes of the Board of Trustees Meeting**  
**December 31, 2016**

**APPROVED**

Meeting called to order at 7:35 p.m.

In attendance: Barbara du Pont, Tony Davidson, Noreen Fennell, Linda Frazer, Bill Sweet, Bonny Takeuchi, Diane Loomis and Florence Brady.

**Minutes:** On a motion by Ms. du Pont, and seconded by Mr. Sweet, the minutes were approved as distributed.

**Treasurer's Report:** Mr. Sweet reported that due to the recent issues with the water heater and the resulting flood, there would be an additional expense added to the Building budget of \$1000. to fund the insurance claim deductible plus the cost of a new water heater.

Employee payroll will be under budget due to no current bookkeeper salary expense.

Final yearly expenses will be approximately \$4,000 over budget which is less than one percent of total budget.

The Finance Committee reviewed upcoming cash flow needs to make sure operations are funded until receipt of town funds.

A discussion followed regarding potential methods to increase Library receipts from the Amazon Smile program.

**Director's Report:**

Ms. Loomis informed the Board that she has been elected President Elect of OLA for 2017, and the Board offered their congratulations.

Final numbers are in from the Town from the election results and the Library budget passed in every district.

Mr. Davidson commended Ms. Loomis on the aplomb with which she handled the recent emergency situation in the Library related to the leak and thanked her on behalf of the Board.

**Committee Reports**

**Author's Circle:**

Ms. du Pont reported that 3 potential authors have been identified for future programs. Mr. Howard will work with Ms. Loomis on scheduling the dates.

**Committee on Trustees:**

Proposed Slate of Officers for 2017 was presented:

President: Anthony Davidson

Treasurer: William Sweet

Secretary: Heather Bullard

Proposed Slate of Officers will be voted on at Annual Meeting in January.

**Building:**

Ms. Loomis reported that insurance company indicated that they will respond to claim by December 22. A meeting was held earlier today to determine what repairs will need to be made. A plan will be developed to minimize interruptions in service.

The Library is looking into alternate locations for programs until repairs are complete.

**Friends of the Library:**

The Library is expecting a transfer of funds before December 31, 2016 representing funds raised during 2016 including proceeds from the Dinner.

Annual letter will be going out tomorrow.

**Strategic Planning**

The Library is looking for a new web developer to design and execute the website. Two vendors have been identified and will be presenting proposals. Based on the review of these proposals, Ms. Loomis will make a recommendation to the Board.

The Library is working on implementing an online calendar on the website that would allow for event notification and registration.

**New Business**

No new business reported.

**Old Business**

No old business was reported.

Motion to adjourn at 8:19 p.m. by Mr. Davidson, seconded by Ms. Frazer.

Respectfully submitted by Noreen Fennell