

TUXEDO PARK LIBRARY

BOARD OF TRUSTEES MEETING MINUTES DECEMBER 9TH, 2014

Trustee du Pont called the meeting to order at 7:39 PM.

Present: Trustees du Pont, Davidson, Sweet, DeSimone, Fennell, Frazer, Director Loomis, Assistant Director Brady

Absent: Trustees Bullard, Howard, Takeuchi

Public Comment: None

Minutes:

Mrs. du Pont began by reviewing the November minutes from the previous meeting with the Board. After a correction was identified concerning an incorrect detail concerning an RCLS audit, Mr. Sweet moved to approve the minutes and enter them into record, with Mrs. Frazer seconding the motion. The minutes were approved unanimously.

Treasurer's Report:

Mr. Sweet gave the Treasurer's report. He began by thanking Mr. DeSimone for agreeing to join the Finance Committee. Based on the Committee's projection, due to prudent financial management by the staff, the Library should finish 2014 under budget by approximately \$6,700. Specific items that are running high and low were identified, and notes are being collected by Mrs. Loomis and Mr. Sweet for recommended changes for our 2016 budget. The Committee is currently reviewing at least two proposals for physical improvements to the Library space, one to repair damage to the hallway and paint on the second floor (primarily in the stairwell) as well as the program room and program room kitchen in the Library's basement. These rooms were last renovated in the mid 1990s, and both are showing wear and tear. Mrs. Loomis is also collecting recommendations on repairs to the carpeted areas of the second floor, some of which have become "bunched up" and pinched, which could create a potential safety hazard. Trustee Fennell recommended a change to the way that some of the accounts are displayed on the Finance Committee's monthly balance sheet report, and these changes will be reviewed by the Committee.

Fundraising:

Trustee du Pont reported from the Fundraising Committee that an appeal letter will go out by the end of the current week. This letter will be jointly signed by Mrs. du Pont and Amra El-Rayess, who is leading the new Friends of the Tuxedo Park Library group which is consolidating. The group will be electing new officers in January. The theme for the 2014 letter is to discuss how much the Library relies on the generous support of the community.

Director's Report:

Director Loomis discussed her report to the board. She highlighted the discussions related to audits performed on other libraries, and our key takeaways to apply to our policies and procedures in an effort to improve efficiency and security. One policy that Mrs. Loomis is reviewing with the Treasurer and the staff is the Library's cash management policy. A discussion followed. Director Loomis suggested that we include our audit results on our website, and Trustee Sweet recommended that we do the same with our

Form 990, which is available for public inspection. Trustee Sweet stated that making the Draft Environmental Impact Statement (DEIS) for public inspection on behalf of the Town of Tuxedo was a valuable service to the public.

Authors' Circle:

Trustee du Pont gave a brief report for the Authors' Circle Committee. The group is very excited about several upcoming events, beginning with Elaine Lindenblatt regarding her new book about the "Stop at the Red Apple" in February. Steve Osborn, a former New York City police officer who regularly gives presentations at The Moth will be speaking at the Library in June, and the group expects this to be a very popular event.

Committee on Trustees

Trustee Davidson gave the report on trustees, forwarding recommendations to the Board concerning our officer slate for 2015. At this time, Trustee Davidson will be nominated as President, Trustee DeSimone as Vice President, Trustee Bullard as Secretary, and Trustee Sweet as Treasurer. Any other nominees will be accepted for election in the January meeting. Mr. Davidson thanked Mrs. du Pont for her many years of effective leadership of the Board.

Building & Grounds

Director Loomis gave the Building Committee report, communicating only that we continue to have issues with water seepage in the Library's basement. The situation has improved since repairs were made this spring to the building's exterior in an effort to divert surface water flows, but this remains an area of concern going forward. Mrs. Loomis remains in contact with the local contractor who conducted the work to the exterior earlier this year.

Old Business:

Director Loomis then called the Board's attention to a proposed policy for Library employees concerning sexual harassment. The policy was created based on policies from other organizations, and was recommended by the Library's insurance professional. A discussion ensued. Mrs. Frazer moved that the policy be accepted, which was seconded by Mrs. Fennell, and the policy was then approved unanimously.

The Board then listened to a presentation on the Overdrive service, which the Library uses to provide content to the public.

At 8:57 PM, Trustee Fennell moved to close the meeting, which was seconded by Mr. DeSimone. The motion passed unanimously, and the meeting adjourned at 8:57 PM.

Respectfully submitted,

William A. Sweet
Treasurer