

**Tuxedo Park Library
Board of Trustees Meeting Minutes
Feb 10th, 2015**

Vice President DeSimone called the meeting to order at 7:35

Present: Trustees Bullard, du Pont, Fennell, Frazer, Sweet, Takeuchi, Director Loomis, Assistant Director Brady, Friends' Chair Sabic-El-Rayess

Absent: Trustees Davidson, Howard

Public Comments: None

Minutes: On a motion by trustee du Pont and seconded by trustee Sweet, the January 13, 2015 Annual Meeting minutes were unanimously approved as submitted.

On a motion by Trustee du Pont and seconded by Trustee Sweet, the January 13, Board of Trustees meeting minutes were unanimously approved as submitted.

Treasurer's Report:

Trustee Sweet reported that the final year end 2014 operating surplus has been confirmed to be \$4,012.

Trustee Sweet reported that the Finance Committee is aware of several maintenance issues that needed to be addressed and fixed. The 2nd floor carpet is a near-term concern due to long wear and is now bunching in spots and should be replaced in the next few months. The basement hallways need to be painted. Trustee Sweet stated that here were estimates coming in for both jobs.

Trustee Sweet that reported that the Library recently received a generous \$5,000 foundation grant, which he motioned to add to the maintenance reserve. Trustee Fennell commented that she thought this was a great idea. Trustee DeSimone seconded the motion and the motion was passed unanimously. There was further discussion on the building maintenance plan for 2015 and beyond.

Director's Report:

Director Loomis' report was circulated prior to the meeting. Director Loomis reported that the library installed a bookshelf in train station with free books for travelers supplied by the library. The cart has a sign, "Reads for Rides" and also a sign asking, please don't donate more than 1 book at a time. The cart will be looked after by library staff, volunteers and trustees, and will be kept neat and full of a great selection of books. Trustee du Pont congratulated Director Loomis on creating the train station cart, which will hopefully be enjoyed by many people.

Director Loomis went on to report that Caroline Sieke-Pape has brought a creative fresh feel to our promotional material and she is working hard to refresh our Facebook page, flyers and other promotional material. Trustee DeSimone suggested that the trustees and the library staff create a photo page to know get to know each other.

Committee Reports:

Authors' Circle:

Trustee DeSimone reported that we had two great programs over the past month that were both well attended and greatly enjoyed. The first event was on Sunday, February 1st at 3p.m., author Kathryn Harrison discussed her book, *Joan of Arc: A life Transfigured*, attended by at least 30 people, followed by an Authors' circle reception at the Howard's home. The next event was for the book, *Stop at the Red Apple*, presented by author Elaine Freed Lindenblatt on Sunday, February 8th. This event had over 60 people in attendance.

Trustee DeSimone then went on to report he was very excited to confirm that author Paul Watkins had been secured for the fundraising dinner and Authors' circle library presentation on September 12th 2015. Trustee du Pont asked if Trustee Howard had secured an author for June, and Trustee DeSimone had said that he did not think it had been scheduled.

Trustees: No Report

Trustees Takeuchi asked if we still are looking for a trustee to fill our board. Trustee du Pont replied that perhaps a new trustee will emerge from the many committees that are forming to help the library through the book room, strategic planning, or through the Friends organization.

Building:

Director Loomis reported that there was now a leak on the basement again and unfortunately the slab repositioning did not work to fix the leak. She said that they had called a contractor to create a plan for a permanent fix for the basement leak as well as a new leak in the roof. Trustee DeSimone reported that he has hung sheet music donated by Howard Shore.

Friends:

Trustee Bullard reported that the Friends' executive committee met at Amra Sabic-El-Rayess's home on Sunday January 25th, along with trustees Bullard, du Pont and past Friends' chairperson Claudia Bakhtiary. During the meeting the new officers were voted in, Amra Sabic-El-Rayess as chair, Barbara Regna as co-chair, Alexandra Parker as treasurer, and Marina Case as secretary. Also the new by-laws and mission statement were voted on and unanimously passed, and next the group will be filed as a 5013(c) pro bono by attorney Charles Toal, and filed with the IRS by Trustee Sweet. There has been a Friends' bank account transition from past

Friends' chairperson Claudia Bakhtiary, to the new group, Amra el Rayiss and Alexandra Parker. Finally, there was a discussion on the dinner committee fundraiser for September 12th.

Friends' committee chairperson Sabic-El-Rayess joined the meeting at this point introducing herself to the trustees with her CV, and recounted of what the friends group has accomplished. Friends' chairperson Sabic-El-Rayess said that once the legal paperwork is in place the group will try to create a larger group to include more community members. Assistant Director Brady asked if minutes from the past Friends group existed, and Friends chairperson Sabic-El-Rayess said that she would check on this.

Memorial Day:

Assistant Director Brady reported that Claudia Bakhtiary was chairing the Memorial Day fundraiser, and everyone was thrilled that she has agreed to chair the group. The group met on Saturday, February 7th for their first meeting of the year, and it was very well attended by many members who have worked on the committee for years. Everyone missed former chair Dan Gladding very much. The group will meet again in 2 weeks and will give out the letter for advertising in the book.

New Business:

Trustee du Pont reported on the library book room. She stated that there had been a meeting at 2:30pm on February 10th to discuss the future of the book room. The discussion included: Marketing, guidelines for book donations, room management, and physical appearance of the room. The group was broken into subcommittees to report on these issues and plan to meet in a month to go over the rooms' short-term needs and how it should play in the long-term renovation of the basement. Trustee Takeuchi suggested that the trustees and library thank and recognize the former friends group in some way, and all trustees agreed. There was a discussion that followed regarding the annual fundraising dinner, and Memorial Day fundraiser. Trustee DeSimone thanked Friends Chairperson Sabic-El-Rayess for her hard work with the Friends group.

Strategic Planning:

Trustee du Pont reported that the Strategic plan is required by RCLS and we need to act on it swiftly in order to meet the Sept 12th fundraising time line. Trustee du Pont said she had met on February 7th with Rowena Scherer, Trustee Tony Davidson, and Friends' Chair Sabic-El-Rayess who will form the strategic planning group, and Rowena Scherer has agreed to lead the group. Their objective will be to complete a recommendation by June and then work with the Gensler firm to create a vision for the renovation. In order to accomplish this, there will be consumer research, an environmental scan, focus groups, a library staff session, and strategic board retreat to present findings, discuss strategic options, and make recommendations. A discussion on the strategic plan followed.

Old Business: No Report.

On a motion by Trustee DeSimone, seconded by Trustee Frazer, and approved unanimously, the meeting was adjourned at 8:48 PM.

Respectfully submitted,
Heather Bullard
Secretary