

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 12, 2015**

President Davidson called the meeting to order at 7:36 PM.

Present: Trustees Bullard, Davidson, DeSimone, du Pont, Fennell, Frazer, Takeuchi, Director Loomis, Assistant Director Brady, Friends' President Sabic-El-Rayess, and Memorial Day Picnic Chair Bakhtiary

Absent: Trustees Howard and Sweet

Public Comments: None

Minutes: On a motion by Trustee du Pont and seconded by Trustee Fennell, the April 14th Board of Trustees meeting minutes were approved as submitted.

Treasurer's Report: Director Loomis reported for Trustee Sweet. Director Loomis reported miscellaneous expenses were a little high due to purchasing a large quantity of "Tuxedo Park: Historic Houses" books by Chiu Yin Hempel to sell in the future years. It was decided that the expense for the book purchase would be changed to its own line within the budget. Trustee du Pont will be presenting the book, "Tuxedo Park: Lives, Legacy, Legends" to the Newburgh Historical Society later this month. Trustee du Pont asked Director Loomis to do an inventory of Historical Society books both sold and bought.

Committee Reports:

Director's report: Director Loomis' report was circulated prior to the meeting. Director Loomis reported that the 2014 Annual fundraising appeal has resulted in donations totaling \$31,970, which was a little higher than last year. She attended a workshop at the office of the State Comptroller and found it informative. It was led by Principal examiner Wendy Fiorello, who recommended a number of operational policies the library should have in place to improve fiscal management. Director Loomis she would like to bring these policy recommendations to the board over the next few months. President Davidson asked if we had started the budget petition, and Director Loomis said that they had, and they already had 2 full pages of signatures and that they were hoping Memorial Day picnic would bring many more. Director Loomis thanked the board for donating the iPad for the Memorial Day picnic and added that the board was given an ad in the Memorial Day Journal in which President Davidson quoted Archibald MacLeish, "What is more important to a library than anything else - than everything else - is the fact that it exists."

Authors' Circle: Trustee DeSimone reported that Steve Osborne was set to come on June 14th at 3p.m. He added that Osborne's book "The Job" was well reviewed in the NY Times last week. Local police and fire departments have been notified of the author's presentation at the library, in particular New City where the author resides. President Davidson suggested that the library post the review on our website and at the front desk.

Committee on Trustees: No report.

Building: Trustee DeSimone reported that there is a toilet that needs to be repaired and Trustee Sweet said that he might be able fix it. Director Loomis reported that she received an estimate from a local contractor to address the drainage issue in the basement. There was further discussion questioning the need for a generator and if so, what size generator would be needed.

Friends: Friends' Chair Sabic-El-Rayess reported the Friends group has been officially established and their next meeting would be scheduled shortly. The group's main focus in the coming months will be working on the Annual dinner to be held on September 12th with guest author Paul Watkins.

Memorial Day: Chairperson Claudia Bakhtiary thanked the Friends group and the board, and thanked former chairperson, Dan Gladding for all of his handholding and help from California. She is hoping for many volunteers for the fundraiser, and hoped the board would participate and look for other volunteers as well.

Strategic Plan: Trustee du Pont thanked the board and everyone involved in the Strategic Planning sessions that had taken place over the last few weeks. The next step is to get the Planning Committee together and then bring the final documents to the next board meeting in June, looking for board approval for objectives and strategies. With board approval, the next step will be implementing a two-part plan: The first part addressing the space and renovation of the lower level, and second part addressing other changes involving staff which could be website, staff training, programs, communications, etc. There will be a financial impact analysis as part of the implementation plan, and plan for fundraising and grant application. Amra Sabic-El-Rayess led the anonymous staff group session, where there was a discussion on the strategic plan, the renovation of the downstairs space and how best to address the needs of the community.

New Business:

Director Loomis recommended a credit card policy for the library staff. There followed a discussion on how the credit cards were used and paid. President Davidson moved to approve the credit card policy, and Trustee du Pont seconded. The motion was approved unanimously.

Old Business: None

On a motion by President Davidson, seconded by Trustees du Pont, and approved unanimously, the meeting was adjourned at 8:56 PM.

Respectfully submitted,
Heather Bullard, Secretary