

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 9, 2013**

President du Pont called the meeting to order at 7:43 PM.

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

Absent: Trustees Frazer and Howard

Public Comments: None

Minutes: On a motion by Mr. Davidson and seconded by Dr. DeSimone, the June 11 Board of Trustees meeting minutes were approved as submitted.

Treasurer's Report: Mr. Sweet reported that our year-to-date income is 97% of budget and expenses are 99% of budget which he feels are within reasonable tolerances. The biggest difference from budget is energy cost which is significantly lower than budget. The Board discussed the handling of the building maintenance reserve which was established at the beginning of this year. The Finance Committee at their next meeting will decide on the whether to use the reserve to cover "normal" maintenance costs or to leave the reserve untouched until major or unanticipated costs are incurred.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. She reported that the 207 signatures on our petition regarding the 2014 budget far exceed the required minimum of 133 signatures. She also confirmed that the Library has received a grant of \$17,639 to be applied to the reading room renovation. She will apply for reimbursement under the grant once we have installed the window shades. She also discussed the newly-received \$2,500 National Science Foundation grant to fund a four-part adult science program in 2014. Ms. Brady found the opportunity to request the grant and Ginny O'Neill wrote the successful grant application. Regarding the renovation, Ms. Loomis reported that the digital signage monitor has been very well received and Ms. O'Neill and Dawn McFarland are adding photos from our historical collection to the video loop. She also reported that we have selected five historic pictures for framing and display in the circulation desk area and we have 22 posters from author events for the Media Café.

Committee Reports:

Authors' Circle: Ms. du Pont reported that the following authors will give presentations in the near future:

Anna Marie Alfieri, September 14 or 15 (cancelled previously due to weather)
Howard Shore, September 28
Colonel Jack Jacobs, Congressional Medal of Honor Recipient, November 9

Committee on Trustees: Regarding the Whistleblower policy which is in the draft stage, Mr. Davidson suggested that we name the Treasurer as the Compliance Officer and add Mr. Sweet's contact information to the draft. He also recommended that the policy call for an annual report by

the Compliance Officer at the Library's Annual Meeting in January. The revised policy will be submitted for approval at a future Board of Trustees meeting.

Building Planning: Mr. Gladding discussed progress of the renovation which is now largely complete. Expenditures to date have been \$246,746 and additional expenditures of \$17,400 are planned for a total expenditure of \$264,146. The funds raised by fundraising and from grants will cover this entire amount.

Building: No further discussion.

Fundraising: Ms. du Pont reported that Howard Shore will be the speaker for our September 28 annual dinner. Mr. Shore's presentation will take place at St. Mary's church, a reception for Author's Circle members will follow at the home of Michael Bruno and Alexander Jacowec, and a dinner will then take place in the Library. Ms. du Pont does not plan to make a specific fundraising appeal at the dinner this year.

Marketing: No report.

Friends: No report.

New Business: Regarding the 2014 budget and the proposed increase in tax funding to be voted upon at the November General Election, Mr. Gladding made the following motion:

WHEREAS, there has been presented to the Board of Trustees of the Tuxedo Park Library a petition signed by qualified voters of the Town of Tuxedo in number exceeding ten per centum (10%) of the total number of votes cast for Governor in the Town of Tuxedo at the last gubernatorial election, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Tuxedo:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF TUXEDO FOR THE OPERATING BUDGET OF THE TUXEDO PARK LIBRARY BE INCREASED BY EIGHT THOUSAND SIX HUNDRED THIRTY-TWO DOLLARS (\$8,632) TO THE SUM OF FOUR HUNDRED EIGHTY-SEVEN THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS (\$487,666) ANNUALLY.

and

WHEREAS, the endorsement of the Board of Trustees of the Tuxedo Park Library is required before such question may be placed upon the ballot.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Tuxedo:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF TUXEDO FOR THE OPERATING BUDGET OF THE TUXEDO PARK LIBRARY BE INCREASED BY EIGHT THOUSAND SIX HUNDRED THIRTY-TWO DOLLARS (\$8,632) TO THE SUM OF FOUR HUNDRED EIGHTY-SEVEN THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS (\$487,666) ANNUALLY.

Mr. Sweet seconded the motion which was passed unanimously.

Ms. Fennell then made a motion that we cancel the August, 2014 Board of Trustees meeting. Ms. Takeuchi seconded the motion which was passed unanimously.

The Board then discussed the suggestion that we install a backup electrical generator so that we can continue to provide services during a power interruption. We have received a proposal to install a 48 KW natural gas-fueled generator for about \$40,000. The natural gas hook up and certain changes in the electrical room are not included in the proposal. After extensive discussion, the Board decided not to apply for a matching grant this year but to instead explore with our State Senator the possibility of funding the generator entirely by New York State.

A suggestion was made that we have an Open House with refreshments to celebrate completion of the renovation.

Old Business: None.

On a motion by Mr. Sweet, seconded by Mr. Davidson, and approved unanimously, the meeting was adjourned at 9:12 PM.

Respectfully submitted,

Dan Gladding
Secretary