

TUXEDO PARK LIBRARY

BOARD OF TRUSTEES MEETING MINUTES June 13, 2017

APPROVED

President Davidson called the meeting to order at 7:48 PM

Present: Trustees Davidson, du Pont, Howard. Sweet, Takeuchi, Director Loomis

Absent: Trustees Bullard and Fennell

Public Comments: None

Minutes: On a motion by President Davidson and seconded by Trustee du Pont the May 9th meeting minutes were unanimously approved as amended.

Treasurer's Report:

Trustee Sweet reported that the Library had a "good balance sheet," with "no unusual or abnormal expenses" for the first five months of the year, and we appear to be on target to meet our projected budget for the balance of 2017. We currently have \$142,000 in our Building Reserve and \$145,000 in Vanguard and we expect that grants will cover thirty to forty percent of the total costs of the approximately \$300,000 that will be the total cost for Phase One of the lower floor renovation.

A job offer has been made to Ms. Helen Pius Newman to become our new bookkeeper and we expect to hear shortly if the offer is accepted.

Director's Report:

Director Loomis' report was circulated prior to the meeting. She reported that our construction application to the state was officially approved for the amount of \$9,885; State Senator Boniac called her to congratulate us on securing this funding. Restroom renovation has begun and will be completed by mid-June. In a meeting with Dan Jordan of Travelers Insurance he reviewed the completed work. As a result of our additional work to perform upgrades the costs were higher than estimated, so the withheld depreciation costs of \$3,382 and an additional \$9,003 were both released. The Budget Petition has 142 signatures, above the minimum of 128 required, so the petition will be delivered to the Tuxedo Town Clerk in early July. The new website is being reviewed to make sure that all content is correct and once this is completed it will be ready to launch.

The annual Memorial Day event was a success despite the inclement weather, the first in its history. The Library netted approximately \$8,259, an amount very much in line with previous years. Thanks were offered to all the volunteers for their hard work and to donors for their donations, with special gratitude being expressed to Heather Bullard for her contributions of time, effort and (delicious!) food.

Authors Circle:

Trustee Howard reported that the previous week had seen the appearance of Philip Carlson, author of *Breaking and Entering*, continuing the successful format of "Conversations with Katie [Rosman]." The committee needs to meet to fill out the schedule for the balance of the year.

Lower Building Redesign:

Director Loomis distributed the actual and projected expenditures to date of Phase One, along with the latest iteration of the renovation plans. The basic concept will be as submitted, with some fine tuning of materials and certain other smaller details. Phase One is expected to be completed next year, including the new program room, entryway and the learning lab, and the installation of new and more energy efficient heating and air conditioning units. Grants for this work will be spaced out to keep pace with our expenditures. As previously noted the new bathrooms will be completed in mid-June and feature water saving toilets and other "green" improvements.

The second phase of the redesign will involve Nonfiction and Fiction/Work Study rooms. The redesign will include installation of new carpeting in the north room to provide a measure of warmth in what are at present very uninviting spaces.

Director Loomis noted that Stephen Hoefler of RCLS has been an invaluable source of help and guidance throughout this process, and that lead designer Marina Case and general contractor Jeff Gundermann have been a pleasure to work with in every respect.

The Board informally approved the submission of a grant application for state construction support in October of this year.

New Business:

Trustee du Pont read a letter from Gardiner Hempel, Jr. of the Tuxedo Park Fire Department expressing thanks for our donation of four historical bowling pins, which have been added to complement the partial alley that was moved from our basement to the firehouse. These items now reside in one place along with other memorabilia that reflect the rich history of the Town of Tuxedo.

The meeting was adjourned at 8:32 PM.