

**TUXEDO PARK LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
December 13, 2017  
APPROVED**

President Davidson called the meeting to order at 7:37 PM.

Present: Trustees Bullard, Davidson, du Pont, Howard, Sweet, Director Loomis

Absent: Trustee Fennell, Takeuchi, Assistant Director Brady

Public Comments: None

Minutes: On a motion by Trustee du Pont and seconded by President Davidson, the November 15, 2017 Board of Trustees meeting minutes were approved as amended.

Treasurer's Report: Trustee Sweet reported that regarding the 2017 operations the latest forecast indicates a surplus of approximately \$5,000. This was the result of \$1,600 higher revenues above what was forecasted, and \$3,500 less in expenses than previously forecasted. There was a discussion following on QuickBooks and how to create and redesign reports for balance sheets to be clearer in the future.

Director's Report: Director Loomis' report was circulated prior to the meeting. She reported on the election results for the budget and showed the trustees a district comparison reporting 500 YES, and 371 NO. Director Loomis went on to report that the tag sale at Valley Rock Inn was a huge success thanks to Michael Bruno and his team, the Sammann family for their donations, and Heather Bullard for facilitating the sale. The event raised \$9,726 and will go into the reserve funds. She then went on to report that for the second year in a row, the library took part in the town's annual tree lighting and over 90 guests attended and enjoyed a holiday movie. Director Loomis went on to report that Libraries continue to play an important role in supporting the educational needs of their communities and families by helping patrons effectively utilize technology to meet their personal and professional needs and goals. Universal class is an online education tool that offers over 500 online classes accessible to our patrons via the library website. Patrons can use this tool to bridge employment gaps on their resumes, enhance their basic computer skills through online courses, learn a new hobby, etc.

**Committee Reports:**

Authors' Circle: Trustee Howard reported that Meryl Gordon will be presenting her book on Feb 4<sup>th</sup>, Bunny Mellon, style icon and designer with a reception following or the authors circle. Trustee Howard reported that he has several notable authors that he asked to have visit the library, and will get back shortly with their responses.

Committee on Trustees: President Davidson proposed that the officers renew their positions. Trustee Sweet reported that he needed to step down at the end of January due

to a new job and family responsibilities. President Davidson thanked Bill for all of his hard work and said that he will be missed greatly.

Building Planning: No report.

Building: Director Loomis reported that Jeff Gunderman will be sending the costs for the window in the Media Café.

Friends: President Davidson reported that again, we are so grateful for the enormous success of the annual dinner and what an enormous success it was. Director Loomis reported that we have over half of the pledges collected, and will send out reminder letters for the remainder of pledges. The annual mailing will be going out shortly from the Friends President, Amra Sabic -El-Rayess.

New Business: Director Loomis reported that NY State PFL is mandatory for all Association libraries. As of January 1, 2018 the NYS Family Leave Act will entitle all employees up to 8 weeks paid leave at 50% of their salary (capped at the current average weekly rate of \$1,305.92). The purpose of the paid time off is to provide the staff member with time to: care for a family member with a serious health condition, bond with a new infant or foster child or assist loved one when a family member is deployed abroad. The benefit would be paid entirely through an insurance rider on our disability insurance plan. On a motion by President Davidson, the board unanimously agreed to pay the yearly premium of approximately \$396.21.

Old Business: None

On a motion by President Davidson, seconded by Trustee Howard, and approved unanimously, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,  
Heather Bullard, Secretary