

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES March 14, 2018
Approved

President Davidson called the meeting to order at 7:33 PM.

Present: Trustees Bullard, Davidson, du Pont, Fennell, Director Loomis, Assistant Director Brady

Absent: Trustees Howard, Takeuchi, and Sweet

Public Comments: None

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

Treasurer's Report: President Davidson reported the library is waiting for the auditor Steven Straubinger to do the final year accounting and determine what the final cash surplus is for the year. The library has not yet received the tax funds for 2018. Our updated Quickbooks software provides a new Capital Management Report for new fundraising capitol that has come in this year. Once we receive the confirmed opening balance via Mr. Straubinger, this report will show the current balances in each Capital sub-account.

Director's Report: Director Loomis' report was circulated prior to the meeting. She mentioned that the library received a 2018 Decentralization Project Grant of \$675 for the project titled, "Feeling the Blues." This program will take place in September and includes a jazz performance, instructional art classes, and a poetry event.

OLA has awarded our library an additional \$500 through an Orange County Grant, bringing our grant award to \$3,962 and these funds will be used towards telecommunications and our ILS fees.

Director Loomis went on to discuss trends within the library system, which includes active shooter training and procedure for staff. Director Loomis said that she has requested a free site assessment from the Orange County Sherriff's Office to assist the staff in recognizing vulnerabilities, provide analysis to mitigate threats to those areas, and develop an Active Shooter procedure for the library's emergency book.

Director Loomis then put forth a proposal to use a portion of the 2017 library surplus to fund the purchase of three new museum passes (Intrepid, Dia: Beacon, and Guggenheim) and add an additional \$2,000 to the materials budget line. Traditionally, a portion of the surplus goes into the building and grounds fund. The board had a discussion on these items. All agreed these items seemed like great additions, and President Davidson asked to defer the \$2,000 allocation decision until after the final 2017 audit.

Committee Reports:

Authors' Circle: No report

Committee on Trustees: President Davidson reported that Trustees du Pont and Bullard are actively working on finding trustees, and have a few residents that are considering the position.

Building and Grounds: No Report

Friends: Trustee Bullard reported the follow up letter went out for the Annual Appeal and we are hoping a few more donations come in.

Memorial Day: Assistant Director Brady reported that the committee has had several meetings and all is going well under Claudia Bakhtiary's leadership. The town is still looking for someone to head up the annual Memorial Day parade as the local VFW has stepped down and said that they can no longer run it. Although this is a major concern, we will have the picnic with or without the parade this year. She went on to say that the committee is looking for new members to join the team.

New Business:

Director Loomis reported that the library will reopen the webmaster position and plans to review recent applicants.

President Davidson made a motion to approve the 2017 annual report to the state. This motion was approved unanimously. President Davidson then made a motion to open a Vanguard Federal Money Market Fund used to temporarily hold privately raised funds, and this was approved unanimously.

Old Business: None

On a motion by President Davidson, seconded by Trustee Fennel, and approved unanimously, the meeting was adjourned at 8:28 PM.

Respectfully submitted,
Heather Bullard Secretary