

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 10, 2018
APPROVED

President Davidson called the meeting to order at 7:31 PM.

Present: Trustees Bullard, Davidson, du Pont, Fennell, Heffernan, Howard, Director Loomis, and public observer Allen Barnett

Absent: Trustee Takeuchi and Assistant Director Brady

Public Comments: None

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

Treasurer's Report:

President Davidson gave the Treasurer's Report. The latest year-end forecast shows that we should finish the year essentially on budget. Several expense items such as employee salaries are expected to come in below budget as a result of staffing changes. There were several items, insurance and utilities, that are higher than expected, but these should be offset by the lower employee costs.

The Vanguard Federal money market fund has been set up and is holding the money for the renovation. The Chase Bank account is also holding the \$105,000 grant that we received from the state, and this grant money will be used for upcoming renovation expenses.

Directors Report:

Director Loomis reported the construction project timeline. The lower level renovation is scheduled to begin on November 5th. The lower level is being emptied to get ready for the project. She reported that the second grant for phase 2 of the renovation project has been submitted and we have asked for \$84,328. We should hear back from RCLS shortly. This year there were 4 more applicants than last year for grants, so we have a bit more competition. She went on to report on library trends. Social media continues to play a significant role in helping libraries stay relevant in our digital society. Libraries find Facebook useful to increase foot traffic, meet community goals and create brand recognition.

Director Loomis went on to say that we have several new staff members, and Trustee du Pont asked if each of the staff could attend a future board meeting to introduce themselves.

Committee Reports:

Authors' Circle:

Trustee Howard reported that the Annual Authors' Circle Dinner was a huge success thanks to guest Author Eric Klinenberg with his book, *Palaces for the People*; the generosity of the El-Rayess family; the hard work of the Friends Committee; and all

others who helped. Trustee Howard reported the Authors' Circle committee is working on plans for author visits in 2019. He mentioned several prospective participants that he has in mind. The next confirmed author's event in 2018 is Cristina Alger Wang, whose recent book is, *The Bankers Wife*, on October 21st.

Building and grounds: Director Loomis reported that S & B would trim the maple tree before the winter and clean the gutters. These jobs will be generously donated by S&B.

Friends:

Trustee Bullard reported that the Annual Dinner was a huge success, and that the final budget numbers will be discussed at the next Friends meeting and will be presented at the next board meeting. Trustee du Pont added that having the authors talk held at the party venue worked very well and really added to the whole evening. There was further talk of Eric Klinenberg coming to the library to do another talk at the library for patrons who couldn't attend to the annual dinner.

Strategic planning:

At a previous meeting, President Davidson requested a progress report on the library's strategic plan. Director Loomis went through the plan and discussed what actions and steps have taken place to implement the plan's objectives. A discussion followed. The board was pleased with the progress and thanked Director Loomis.

New Business:

President Davidson then reviewed the by-laws and discussed a proposal to change the number of trustees. Currently, the by-laws state that we have 7 trustees. We would like to change the number from 7 to 8 trustees. He went on to say that at the next meeting he would like to make a formal resolution to amend the current number of trustees listed in the by-laws. A discussion followed and the board agreed to vote on the resolution at the next meeting.

The meeting was adjourned at 8:51 PM.

Respectfully submitted,
Heather Bullard Secretary