

**TUXEDO PARK LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Approved

President Davidson called the meeting to order at 7:06 PM.

Present: Trustees Barnett, Bullard, Davidson, du Pont, Fennell, Heffernan, Howard, Takeuchi, Director Loomis, Assistant Director Brady

Absent: None

Minutes: On a motion by Trustee Howard, and seconded by Trustee du Pont the June 12 minutes were unanimously approved as submitted.

Public Comments: None

Treasurer's Report: Trustee Barnett reported that we are at the mid point of the 2019 budget year, and we were about on target with expenses and income. He went on to report on the fundraising income will be expanded to show Friends and Annual Memorial Day picnic income.

Director's Report: Director Loomis' report was circulated prior to the meeting. Director Loomis reported that the library has welcomed its newest employee, Ms. Cathy Sandak as the new assistant director. She will start July 1<sup>st</sup> and everyone is very excited and happy to welcome her to the library.

She went on to report that the budget petitions had been submitted to the town clerk on July 19<sup>th</sup>. On July 8<sup>th</sup> were approved by the town board and deemed valid and the town clerk will submit them and file them with the county by August 5<sup>th</sup>.

The Phase 1 construction project final report will be submitted to the Department of Library Development and once the report is accepted, the library will receive the final 10% of the grant award - approximately \$11,500.

Committee Reports:

Authors' Circle: Trustee Howard reported that he was working on securing several authors for the autumn. The first is Ben Dreyer, and we are working on a date for him to visit. The second is Katherine Quie author of *Raising Will: Surviving the Brilliance and Blues of ADHD*.

Friends of the Library: Trustee Bullard reported that the Annual dinner is going to be on September 28<sup>th</sup>. We will be welcoming Amy Hempel, author of *Sing to It*, at the Haidar's home. We are raising the price of the ticket to \$250.00

Building: Director Loomis reported that the upstairs bathroom sink had a leak. Luckily the water didn't cause any damage. Plumber Luke Bower fixed the leak.

New Business: President Davidson reported that the construction project was moving forward and continuing which is in line with our current strategic plan. Now, the board needs to look forward to 2020-2024 strategic plan and consider how the library can continue to serve the community in the best way possible.

Director Loomis reviewed the following personnel handbook revisions and recommend the following:

Revision #1

B. Staffing Structure

1. Full-time employees shall be scheduled to work forty hours per week.
2. Part-time employment is anything under forty hours per week.
3. Scheduled hours of work shall be developed at the discretion of the Director.
4. There must be at least two staff members in the Library during all open hours.

President Davidson made a motion to approve the proposed change to the staff structure section of the handbook. The motion passed unanimously.

Revision #2

VII. Payment in Lieu of Health Insurance

- A. Full-time employees receive an annual Cash Benefit in Lieu of Health Insurance based on the approved annual budget. The Cash Benefit is paid out in increments, in each paycheck.

President Davidson made a motion to approve the proposed change to the Payment in Lieu of Health Insurance section of the staff handbook. The motion was passed unanimously.

President Davidson made a motion to cancel the August board meeting. The motion passes unanimously.

The meeting was adjourned at 7:45 PM.

Following the meeting, a celebratory dinner was held for Assistant Director Florence Brady. The board thanked and celebrated all her contributions to the library.

Respectfully submitted,  
Heather Bullard, Secretary