

TUXEDO PARK LIBRARY BOARD OF TRUSTEES MEETING MINUTES, September 8th, 2021 [approved]

President Davidson called the meeting to order at 7:05 PM. Present: Trustees Barnett, Davidson, Fennell, Heffernan, Gates-Bonarius, Howard, Director Loomis and Assistant Director Sandak. Absent: Bullard.

President Davidson mentioned at the start of the meeting that long-term trustee Barbara du Pont had submitted her resignation from the board.

Minutes: On a motion by Trustee Howard, the July 14th minutes were unanimously approved as submitted.

Public Comments: None

Treasurer's Report: President Davidson reported that the current financial report is on track to conform to the forecast at this point in the fiscal year. Once again we are still awaiting payment from the IRS for our Pay Check reimbursement application.

Director's Report: Director Loomis' report was circulated prior to the meeting.

She first reported that the Library has reinstated a mask mandate for all patrons entering the library regardless of their vaccination status, following guidelines issued by the New York State Health Commissioner in light of the current Covid statistics. Daily health forms for employees and stricter cleaning guidelines have been instituted.

She reported that to date, the library has received \$9,195 in donations in memory of the late Vincent Capozzi, a true friend of Tuxedo Park Library. There was some subsequent discussion as to how the gift might be best used, and condolences were offered to his wife, Noreen Fennell. Director Loomis will come back with a suggestion for the best use of the funds.

On September 2nd, Governor Hochul signed legislation (S.50001/A.40001) extending virtual access to public meetings under New York State's Open Meetings Law, which allows New Yorkers to virtually participate in local government meetings during the COVID-19 pandemic. The legislation allows state and local government meetings that are normally held in person to be held remotely instead, as long as the public has the ability to view or listen to the meeting and as long as the meeting is recorded and later transcribed.

In a staff update, Catherine Smoak is our new Adult Programming Coordinator. Catherine has a Masters in Early Childhood Education with a Reading/Writing specialization. She previously worked as a School Librarian for 10 years and more recently as a Reading and Learning Specialist.

Planning for the countywide Orange Reads event for Bill Bryson's THE BODY on October 17th is going well. In early August, copies of the book were sent to Orange County Libraries for book discussions and giveaways. OC libraries were encouraged to host Body-themed events and programs. The committee also developed a reader's advisory guide and Health and Wellness-themed gameboard. A copy of the gameboard was attached to the monthly board email.

On Monday, July 26 the Town Board approved the library petitions at a regular meeting and later that week the paperwork was delivered to the Board of Elections. Director Loomis is currently working on the trifold mailing that goes out to all residents.

Update on status of New York State Construction Grants: In April, Director Loomis submitted the final report for the library's second floor LED lighting project; in August, her report was accepted by the Division of Library Development (DLD). The library will receive approximately \$1,000 (10% of the total amount awarded) later this month.

The library's 2021/2022 construction application has been submitted for a main floor HVAC system replacement project. The total cost of the project is \$54,179.00. The library is requesting \$27,089 in Public Library Construction Funds. The scope of the project includes removing dated furnaces and AC units and installing more energy efficient units that improve air quality and distribution throughout the 1st floor. Service technicians will replace our current units with (4) efficient natural gas furnaces, (5) AC condensers, (5) new PureAir filtration/purification systems and (5) new thermostats and custom duct transitions. The project will take place in Fall 2022, and Director Loomis expressed confidence that the grant proposal will be approved. She provided a list of local libraries that have applied for the NYS Public Library Construction Aid program for FY2022 and the amount of their requests.

She requested that the Board pass a Resolution for NYS Construction Grant and RCLS Assurance, which ensures that the Library is committed to the HVAC project. The resolution was worded as follows: "Motion: The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Tuxedo Park Library." That vote was moved by President Davidson, seconded by Trustee Howard, and was passed unanimously. The balance of the costs for this project will in all likelihood be covered by our reserve fund.

Committee Reports:

Authors' Circle: Trustee Howard reported that Patrick Radden Keefe will be joining for an in-person Authors' Circle event with Katie Rosman to discuss his new book, EMPIRE OF PAIN on October 12TH. The event will be limited to 15 attendees and will also be live streamed.

Friends of the Library: Trustee Davidson reported that it has been decided not to hold an in-person fund raising event this year. A theme for the annual giving letter is pending. Claudia Hamlin has been appointed the new vice-president of the Friends.

Building: Director Loomis reported that there had been no damage to the building from the recent torrential rains. She indicated that the ductless HVAC unit requires repair.

Strategic Planning: A draft of a new strategic plan is pending, based on the user survey and the focus groups that have been conducted. Once that draft is finished it will be submitted to the board for comment and approval.

The meeting was adjourned at 8:06 PM

Respectfully submitted, Gerald Howard, Trustee