

TUXEDO PARK LIBRARY

Minutes from the Annual Meeting

January 11th, 2023

Approved

Meeting called to order at 7:34 PM

Present at the Library: Trustees Bakhtiary, Davidson, Howard, Assistant Director Sandak, and Director Loomis

Remote Attendance: Tris Gates-Bonarius, 21 Lookout Road, Tuxedo Park, NY 10987. Noreen Fennell, 31 Spice Bush Lane, Tuxedo, NY 10987

Minutes:

On a motion by President Davidson and seconded by Trustee Howard, Trustees Heather Bullard, Noreen Fennell and Tris Gates-Bonarius were unanimously re-appointed for another term.

On a motion by President Davidson and seconded by Trustee Howard, the following officers were unanimously approved for another terms: Tony Davidson, President; Gerry Howard, Vice-President, Heather Bullard, Secretary. The post of Treasurer remains to be filled.

The Executive Committee will consist of the above-named officers. The Finance Committee consists of President Davidson, Trustee Howard and Director Loomis. The Nominating Committee is headed by Noreen Fennell. The Building Committee is vacant for the moment.

The annual Conflict of Interest Review and Reaffirmation on the part of the trustees took place. All trustees must sign a memo of understanding concerning this requirement.

The Annual Tax Cap Override Resolution for the forthcoming adoption of the 2024 budget for the Tuxedo Park Library, allowing us to request a tax levy increase if deemed necessary that may exceed the tax cap limit imposed by state law. President Davidson made the motion and it was unanimously approved.

Whereas, the adoption of the 2024 budget for the Tuxedo Park Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Tuxedo Park Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on January 11, 2023.

The Annual Meeting was adjourned at 8:06 PM.

Minutes from the Board of Trustees Meeting

January 11th, 2023

Meeting called to order at 8:07 PM

Minutes:

On a motion made by President Davidson and seconded by Trustee Howard, the December 22nd minutes were approved unanimously, with one addition clarifying that there was no conflict of interest in the hiring of Jason Bullard as a photographer.

Treasurer's Report:

President Davidson reported that financials for the year 2023 just concluded are right on target with our budget. We ended the year with a surplus of some \$11,906 thanks to some savings on a number of line items on the expense side. There is also excess cash in our operating accounts from the ERC program, approximately \$41,000. Our uses of that cash will be decided in the coming year. We will have enough cash on hand to carry us through to February 2023, when we receive our annual funding from the town.

Director's Report

Building and Grounds:

* **Jason Bullard** photographed the Lower Level on December 22nd. Once the photos are available, Director Loomis will share them with the board.

- **Reading Room Roof** – On December 23rd, we had two small leaks above the newspaper area in the Reading Room. Precision Roofing said the water was due to two small holes near patches on the flat roof. On January 1, 2023 Precision Roofing repaired the roof at a cost of \$3,450 with the approval of the board. To get ahead of roof issues, we discussed the idea hiring a roofing company to do annual preventative maintenance, including inspecting the roof, sealing any minor and obvious voids, removing any debris and cleaning gutters. Precision charges \$950 for their annual preventative maintenance package. To be continued.

- **Main Floor Lights**- Doug Dahl from DDNY General Contracting replaced the burnt out lightbulbs on the main floor. He indicated that some of the sealant (on the connections) was coming off and some of the bulbs did not work with a new replacement on the connections. He recommended having an electrician evaluate the fixture for safety. Director Loomis is going to reach out to Excel Electric to look at the light fixtures and discuss upgrading and replacing the fixtures. The possibility of applying for a state grant to upgrade our current lighting system for convenience and sustainability was discussed.

- **Lower Level Plaque** – Once we are ready to approve the design, TakeForm will begin the work.

- **Library Cleaning** – Director Loomis is interviewing different firms for a new cleaning company for the library.

●**NYS Construction Grant Update** --- On Tuesday, January 3rd we received a \$24,380 first payment for the completed main floor HVAC project. The check was deposited on January 4, 2023. Once the final report is approved by the DLD, we will receive an additional \$2,709.

●**December Donations** -- During the month of December, the library received \$7,600 in donations.

●**RCLS Directors' Association** -- Director Loomis's two-year term as president of the RCLS Directors' Association has ended and she is now the new chair of the System Services committee. The role of the System Services committee is to "evaluate current cooperative services and recommend service policies and guidelines which meet the needs of RCLS members."

New business:

***Educational Requirements for All Trustees:** A new Trustee Education law went into effect on January 1, 2023. The law requires that each member appointed to a board of trustees shall be required to complete a minimum of two hours of trustee education annually. Trustees can meet the requirements the following ways: 1) Attend live online workshops provided by RCLS; 2) Participate in trustee training modules led Director Loomis. She has completed training that allows her to conduct official trustee education sessions that satisfy education law requirements; 3) Take online recorded training through Niche Academy. RCLS, Director Loomis can set each board member up with an account in this system-wide training tool. She can also register each board member, if they wish, with a library e-mail account to keep private and library matters separate

●**Sexual Harassment Training** – Board of Trustee members must take Sexual Harassment training annually. If a trustee has completed such training via his or her employer, send Director Loomis a confirmation via email stating that you completed the training at work, received the TPL sexual harassment policy and have no questions. Training can be completed via Niche Academy or training videos provided by NYS. Once a trustee has watched the video, send Director Loomis a similar confirmation email. Stating that you completed the training, received the TPL Sexual Harassment Policy. A copy of our Sexual Harassment Policy is included in the January Board of Trustees e-mail.

Authors' Circle: Trustee Howard reported that a date of March 19th has been set for an event featuring the author Tony Hiss and his book *Rescuing the Planet: Protecting Half the Land to Heal the Earth*. He and Christopher Gow, the head of the Tree Committee in Tuxedo Park, will be in conversation with the author and a reception will follow at the home of Tuxedo Park resident Bryna Pomp. Howard will be contacting the Orange County Land Trust to solicit their help in publicizing the event.

A copy of a tentative strategic plan for the remodeling of various aspects of the Hamlet in Tuxedo was handed out to all trustees. The Town Board held a meeting on this date to discuss the plan in a preliminary fashion, but that meeting and our board meeting unfortunately coincided. Trustee Fennell will follow up with the town to seek relevant information from that meeting, as the plan may impact the Library in a number of ways, parking and patron and library employee safety chief among them. Director Loomis will see if the town meeting is available for viewing on line.

Trustee Bakhtiary complimented the Library on the museum pass for the Museum of Natural History. She had family visiting and checked out the pass to enjoy with her guests. After the museum visit, her niece requested a visit to the Library to check out books about dinosaurs. President Davidson suggested that the Library might make a display of books related to the institutions we offer passes to.

Director Loomis reported that visitors to the library has increased so far this month.

Trustee Bakhitary is also beginning to solicit volunteers for the annual Memorial Day event and scheduling planning meetings. Trustee Gates-Bonarius suggested that she might be able to produce designs for promotional items like tote bags, tee shirts and other forms of "swag."

The meeting was adjourned at 8:42 PM.

Respectfully submitted,

Gerald Howard, Vice-President and Trustee