

**TUXEDO PARK LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**January 8, 2013**  
**Subject to Board Approval**

President du Pont called the meeting to order at 7:38 PM.

**Present:** Trustees Davidson, du Pont, Fennell, Frazer, Gladding, Howard, Sweet, Director Loomis, Assistant Director Brady, Friends President Bakhtiary

**Absent:** Trustees DeSimone and Takeuchi

**Public Comments:** None

**Minutes:** On a motion by Ms. Fennell and seconded by Mr. Davidson, the December 18 minutes were approved as submitted.

**Treasurer's Report:** Ms. Fennell noted that the financial statements had been distributed prior to the meeting. She stated that the year-end surplus will be subject to fine tuning in the coming weeks and the final surplus will be presented at the February meeting. It was noted that the 2012 budget was very close to the final results and several Trustees complimented Ms. Loomis and her staff for this performance.

**Director's Report:** Ms. Loomis' report was circulated prior to the meeting. She mentioned that the recent visit by Police Chief Pat Welsh was very useful and he made several suggestions to improve security and he plans to have one of his officers speak with the staff on the topic. Ms. Loomis also said that she plans to develop a more formal procedure for dealing with closings and late openings related to snow and inclement weather and also plans to prepare a personnel policy on this.

**Committee Reports:**

**Authors' Circle:** Mr. Howard reported that the Committee is working on identifying more authors for presentations.

**Committee on Trustees:** Mr. Davidson plans to conduct a survey of Board members to obtain opinions on the Board's performance. Ms. du Pont mentioned that she is working with Ms. Loomis on her goals for 2013.

**Building Planning:** Ms. du Pont reported that the Committee is in the process of making final decisions on furniture and she expects to have final decisions prior to the next Board meeting. She also reported that interior designer Marina Case Alario is working with the Committee on furniture selections, fabrics, and colors. Mr. Gladding said that he is waiting for final designs from the architect for the coffee station and movable bookcases and upon receipt he will obtain costs and begin work soon thereafter.

**Building:** No report.

**Fundraising:** Ms. du Pont said that results from the year-end appeal are now about \$14,000 and she expects substantially more contributions in the near future.

**Marketing:** Ms. Loomis said that our sales of the LLL book are not doing well. It was suggested that we contact the Fire Department and the Chamber of Commerce to see if their websites can mention the availability of the book. Mr. Davidson stated that he believes that the next priority of the Committee should be improvements to our website and other electronic communications.

**Friends:** Ms. Bakhtiary reported that the Friends have recently held elections and the current officers were all reappointed. Small-scale book sales will continue in lieu of the former single large book sale. The friends donated \$3,663 in support of Library programs in 2012.

**Memorial Day:** Mr. Gladding reported that the planning for the 2013 event needs to begin very soon and he will hold the first Saturday morning meeting in early February.

**New Business:** The Board discussed our circulation statistics, which are generally lower for 2012 compared to the previous year. The major exceptions are circulation of digital content and Wi-Fi use. Ms. Loomis and Ms. Brady said that these declines are similar to those experienced by other libraries; they also stated that these metrics do not necessarily reflect the actual use of the Library since many types of use are not easily counted. Mr. Davidson suggested that we look into a possible “people counter” to more accurately and consistently measure traffic since our current procedure is to only take periodic manual counts as people enter the building.

**Old Business:** Ms. Loomis reported that she spoke with Robert Hubscher at RCLS about the draft Privacy Policy that he gave us late in 2012 with a request for approval of such a policy by the end of 2012. RCLS feels that it is up to each library to develop its own policy and it seems that there is no movement toward a standard policy for numerous libraries. Ms. Loomis is in the process of comparing our current procedures with the statements in the draft policy so that it can be modified to reflect our own procedures. Mr. Gladding volunteered to help with the preparing a draft for our policy after Ms. Loomis completes her analysis.

On a motion by Mr. Davidson, seconded by Mr. Sweet, and approved unanimously, the meeting was adjourned at 9:08 PM.

Respectfully submitted,

Dan Gladding  
Secretary