

**TUXEDO PARK LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 14, 2014**

Due to the absence of President du Pont, Vice President Davidson called the meeting to order at 7:45 PM.

**Present:** Trustees Bullard, Davidson, DeSimone, Fennell, Frazer, Gladding, Sweet, Takeuchi, Director Loomis, Assistant Director Brady, Member-of-the-Public Ann Gladding

**Absent:** Trustees du Pont and Howard

**Public Comments:** None

**Minutes:** On a motion by Mr. Sweet and seconded by Ms. Frazer, the September 9 Board of Trustees meeting minutes were unanimously approved as submitted.

**Treasurer's Report:** Mr. Sweet reported that there have been no significant changes to the forecast for the year and he believes that operations should be on budget at year-end. He further believes that we will not need to draw down the maintenance reserve this year. Signatories for our bank accounts need to be updated at our November meeting and should be comprised of two staff members and two Trustees. Regarding our investments, Mr. Sweet said that we are currently experiencing stock market fluctuations which are to be expected; however, as of today our investment performance is positive for the year.

**Director's Report:** Ms. Loomis' report was circulated prior to the meeting. She said that due to Dawn MacFarland's departure our employees have been pulling together to assure full staffing, although scheduling weekends has been challenging. She also reported that we have received numerous applications for the open position and Ms. Loomis plans to begin interviewing candidates soon.

**Committee Reports:**

**Authors' Circle:** Ms. Loomis reminded the Board that the presentation next week will be by the author of "To Marry an English Lord" and said there has been a significant amount of interest in the event. Dr. DeSimone said that the Authors' Circle Committee plans to meet to discuss future presentations before the November Trustees meeting.

**Committee on Trustees:** Mr. Davidson asked that Board members submit suggestions for a potential new Trustee.

**Building:** Ms. Loomis reported that we recently had a fire inspection and there are a few items that need to be fixed before the inspector returns in a few weeks.

**Fundraising:** Ms. Bullard has agreed to be the Board liaison with the newly structured Friends group. She reported that there was a recent meeting among 20 people at the Regna's house. The purpose of this group will be to raise funds for the Library and they plan to manage our fundraising events including the Memorial Day Picnic, the Annual Appeal, and the Annual Dinner. Amra El-Rayess has agreed to be a Co-Chair of the group, Alexandra Parker will be

Treasurer, Marina Case will be Secretary, and Charles Toal has agreed to provide legal work on a pro bono basis. The second Co-Chair has not yet been identified. The group is now working on the structure and formal goals of the organization. Ms. Bullard said that Ms. Bakhtiary has met with the long-term members of the Friends who plan to continue to manage the Book Sale Room but who are reluctant to be involved with the other fundraising activities of the new group.

**Marketing:** No Report.

**Friends:** Discussed previously.

**New Business:**

**RCLS Budget:** Ms. Loomis reminded the Board that Trustees at each RCLS library have been asked to approve the RCLS 2015 budget which she had previously circulated to Board members. Mr. Sweet then made a motion to approve the RCLS 2015 Budget. The motion was seconded by Ms. Fennell and it was passed unanimously.

**Tri-Fold Mailer:** The Board then discussed the content of the tri-fold mailer which will discuss the Library's 2015 budget and which is to be mailed prior to the November election. The cost of the mailer this year will once again be paid for with private funds and the Friends will likely pay for this cost next year.

**Nominating Committee:** Mr. Davidson asked Ms. Fennell to serve on the Nominating Committee which will make recommendations for new officers for the year 2015. Mr. Davidson also agreed to serve on the Committee. Officers will be elected at the Annual Meeting in January.

**Old Business:** Potential changes to the Employee Handbook and the draft of a proposed new Handbook section XXIII "Employee Conduct and Work Rules" were circulated prior to the meeting. After extensive discussion Mr. Davidson made a motion to approve the proposed new section XXIII. Dr. DeSimone seconded the motion which was passed unanimously. Ms. Loomis agreed to continue to evaluate potential changes to other sections of the Handbook.

On a motion by Mr. Davidson, seconded by Ms. Fennell, and approved unanimously, the meeting was adjourned at 8:45 PM.

Respectfully submitted,

Dan Gladding  
Secretary