

**TUXEDO PARK LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 8, 2013**

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

**Present:** Trustees Davidson, DeSimone, du Pont, Fennel, Frazer, Gladding, Howard, Sweet, Takeuchi, Director Loomis, Assistant Director Brady

**Absent:** None

**Public Comments:** None

**Minutes:** On a motion by Mr. Sweet and seconded by Ms. Frazer, the September 10 Board of Trustees meeting minutes were approved as submitted.

**Treasurer's Report:** Mr. Sweet reported that the latest year-end forecast shows that we should finish the year essentially on budget. Some expense items are expected to be higher than budget but these should be offset by items that are lower than budget. He mentioned that several "hidden costs" related to the renovation have arisen. The Finance Committee plans to try to identify similar costs as the 2015 budget is prepared next year. He also said that the Finance Committee has asked Ms. Loomis to reevaluate and recommend possible changes to our policies on fines for late return of Library materials.

Mr. Sweet reported on the initial Investment Committee meeting that was held early on Sunday, September 29. The Committee is now drafting an Investment Policy and appointed Ron Reede as Chair. The final Investment Policy will be presented to the Board of Trustees for approval at a future meeting. The Board of Trustees confirmed that the Investment Committee will report directly to the Board of Trustees.

**Director's Report:** Ms. Loomis' report was circulated prior to the meeting. Regarding our recent outreach to train and bus commuters, Ms. Brady said that this early morning effort was rewarding and resulted in a significant increase in Universal Class participation. Ms. Brady also reported on our recent participation in Tuxedo's annual Family Fun Day; the weather was less than ideal and turnout appeared to be lower than normal.

Regarding the Howard Shore events, Ms. Loomis said that attendance at his presentation in St. Mary's church was excellent: 187 people. The dinner that evening at the Library was a great success as a result of much work by a large number of talented people.

Ms. Loomis informed the Board that she plans to update our Disaster plan which is out of date. Discussing the upcoming open house on October 24 to showcase the renovation she asked all Trustees to make an effort to attend at some part of the day to add emphasis to the event.

**Committee Reports:**

**Authors' Circle:** Mr. Howard reported that the committee is working on plans for author visits during 2014. He mentioned several prospective participants that he has in mind. The next confirmed author event in 2013 is Colonel Jack Jacobs who will speak on November 17.

**Building Planning:** Mr. Gladding reported that the last few renovation items should be complete by the time of the next Trustees meeting.

**Building:** Ms. Loomis mentioned that lighting at the back of the building needs to be improved. Mr. Gladding will replace two burned out light bulbs to see if this resolves the issue.

**Fundraising:** Discussing the Howard Shore dinner, Ms. du Pont said that a number of years ago Dr. DeSimone suggested that we should work to make the Annual Dinner a very special Tuxedo event. She said that this goal was definitely achieved at this year's very successful event. The turnout was excellent and a number of people who attended have not been involved with the Library previously. She thanked Dr. DeSimone, other dinner committee participants, and staff members who worked extremely hard to make the dinner come together. We do not yet have final financial results from the dinner but it appears that net income will be substantial. Ms. du Pont also discussed Mr. Shore's agreement to work on improvements and to make contributions to our music collection which will be known as the Howard Shore Music Education Collection. Ms. Loomis plans to recatalog our music collection by genre to make it easier to access. She also plans to research music education applications and technology.

**Marketing:** Ms. Loomis reported that income from our Amazon gateway is slightly greater than this time last year and she plans to continue to emphasize to our customers the importance of accessing Amazon via the Library's website.

**Friends:** Ms. Brady reported that the Friends have agreed to pay for more programs before the end of the year.

**New Business:** Ms. Loomis discussed a proposed new policy regarding volunteers. A draft of the policy was distributed prior to the meeting. Following a discussion, Ms. Fennell made a motion to accept the policy with changes recommended by the Board. The motion was seconded by Mr. Howard and it was passed unanimously.

Ms. Loomis pointed out that at our January 2013 Annual Meeting we did not formalize the reelection of several Trustees to new terms. Mr. Davidson then made a motion that reappointment of the following Trustees be approved retroactively, with the terms to expire on the dates indicated:

Anthony Davidson	December 31, 2014
Barbara du Pont	December 31, 2014
Gerald Howard	December 31, 2014
Daniel Gladding	December 31, 2015

Mr. Howard seconded the motion which was passed unanimously.

Ms. du Pont then proposed to form a Nominating Committee to recommend a slate of officers for consideration at the 2015 Annual Meeting. The Committee will also seek a potential new Trustee to fill our remaining open seat. Mr. Davidson agreed to be the chair and Ms. Fennell agreed to serve on the Committee.

**Old Business:** Ms. Loomis discussed the RCLS budget for 2014. She explained that if approved, the budget should result in no increases in service fees for our Library for 2014. Member libraries have been asked to approve this budget, the details of which she has made available to our

Trustees. After discussion Dr. DeSimone made a motion to accept the RCLS budget. Mr. Sweet seconded the motion which was passed unanimously.

Mr. Gladding discussed our 2014 budget proposition which will be on the November ballot. Our trifold budget mailer is in preparation and it will be available for the open house. Ms. Loomis will also arrange to display a sample ballot in the Library.

On a motion by Mr. Sweet, seconded by Ms. Fennell, and approved unanimously, the meeting was adjourned at 8:52 PM.

Respectfully submitted,

Dan Gladding  
Secretary