

Tuxedo Park Library: Board Meeting
November 12th, 2013

President Barbara du Pont called the meeting to order at 7:40 PM. Present at the meeting were Trustees Anthony Davidson, Daniel DeSimone, Barbara du Pont, Linda Frazier, Bonny Takeuchi, William Sweet, Director Diane Loomis, and Assistant Director Florence Brady. Absent at the meeting were Trustees Noreen Fennell, Daniel Gladding, and Gerald Howard.

Barbara opened the meeting for public comment, of which there was none. The group proceeded to review the October board meeting minutes.

Bonny mentioned under the prior meeting minutes from October that the Friends meeting should have been October, and not November. Barbara moved to strike the sentence from the record. Barbara requested a motion to approve the minutes as amended; Tony so moved, Linda seconded the motion, and the minutes were approved unanimously.

Bill presented the treasurer's report, which was a summary of the finance committee meeting. The library expects to end the year +/- 1% of income, and approximately \$3,400 under budget on the expense side, provided that no unanticipated expenses come up between now and the end of the year. Bill continued and gave a complete update of the topics discussed at the finance committee meeting.

Bonny requested clarification on the security system service call. Diane reported that it was an unexpected but necessary service repair. Tony asked about the popularity of the Zinio machine. Florence reported that it is an excellent service, but it has not been as widely used as she expected.

The expense and rewards of the Zinio magazine machine were debated. The system cost in 2013 was approximately \$1,000 for the platform, and subscription costs of about \$900 for 40 magazines. Florence stated that expenses were likely to increase; the library will be lucky to receive 20 for that price next year. Some discussion ensued about the ease of use, and the board identified a few ideas on how to overcome the general hesitation to sign up. Tony said that it would be a great idea to create a Youtube video and place it on the website. Consensus was that the Zinio service was excellent and provided value to patrons, but we must focus on how to educate the library's patrons on how to use it.

Diane began her Director's Report. She mentioned that the library's sitemap is now available online. There was a large turnout for the Red Hawk program last week, and the Times Herald sent a reporter to the Totem Animal Art program, and we anticipate a story in the paper being run this week. These programs were sponsored by the Friends of Tuxedo Park Library and the Arts Community Grants of Orange County.

Open House attendance was underwhelming, in spite of Florence's excellent program.

Diane reports that morale is well with the library's staff. She feels that the renovation period was difficult for the staff and patrons alike, but feels that people are finally getting used to the renovation. Diane indicated that she did not wish to close the library during staff meetings.

Dan reported that Jack Jacobs is speaking at the library on Sunday. We have about 60 participants signed up to attend, which is about the most registered folks we've had for an author's circle event. Bill wrote an article for TPFYI and we expect a story to run in the Times Herald Record this week. There are books for sale at the front desk. We expect the talk to last for an hour, followed by a half hour for question/answer, and book signing.

Tony reported that officers will be formally nominated, and we expect the officer slate to be the same for 2014.

Bill mentioned that he'd be interested in helping out with designing a new website. Diane mentioned that her next step is to create a survey for the public on what needs improving with the website. Barbara and Florence suggested to approach members of the public inside of the library to solicit feedback. Barbara suggested that Diane reach out to the technology committee for assistance.

Diane mentioned that she is pushing the Amazon.com rebates for all items purchased through the library website on Amazon. Diane mentioned that some patrons have expressed concerns over security and privacy, but Diane confirmed that no names or addresses ever come back to the library. Tony asked board members and staff to remind friends and family about the program as people are generally receptive to participating.

Florence gave a report for the Friends of the Library, stating that there was a meeting last week, and they did agree to fund certain programs for this coming year. The Board graciously acknowledged the group for doing so. The Friends did generously contribute \$400 for a main floor iPad.

Barbara requested the status a potential "take one, give one" book box at the train station, and the initiative was discussed. Linda stated that this would make an excellent Eagle Scout program.

Barbara asked if the investment committee had finalized a proposed investment policy; Bill said that they had not. The investment committee should present an investment policy for board review and potential approved at the December meeting.

Bonny presented a revision to the Volunteer Policy for the board to review. Bonny recommended a change, which Tony emphasized, to state "Volunteers may not make any statements or take any action which might significantly affect or obligate the Tuxedo Park Library." Bonny moved to approve the policy as amended, Tony seconded the motion, and the motion was approved unanimously.

Linda stated that we should place a sticker about Amazon. If the cost is not prohibitive, we should look into advertising there.

Tony moved to adjourn; Bonny seconded, and the board so approved. The meeting adjourned at 8:43 PM.

Submitted by William Sweet on 11/14/13.