

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 10, 2013

President du Pont called the meeting to order at 7:37 PM.

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

Absent: Trustee Takeuchi

Public Comments: None

Minutes: On a motion by Ms. Fennell and seconded by Mr. Davidson, the November 12, 2013 Board of Trustees meeting minutes were approved as amended.

Treasurer's Report: Mr. Sweet reported that the new investment policy is nearly complete. He plans to make a few minor changes and distribute it to the Trustees before the January meeting. Regarding the 2013 operations, the latest forecast indicates a surplus of approximately \$3,600. Workers compensation was higher than budgeted due to a rate increase approved by New York State. He stated that overall the financial performance in 2013 was very good. Regarding the 2014 outlook, Mr. Sweet reported that the Library's computer server is operating at 90 percent of capacity and likely will need to be replaced at mid-year and this expense was not anticipated when we prepared the 2014 budget.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. Regarding the November 19 incident in which a Library user reported a suspicious person to the police, it was agreed that Ms. Loomis will draft an addition to the patron policy to deal with similar situations in the future. Ms. Loomis will prepare a draft of the revised policy and will ask the police chief for his comments prior to presenting it to the Board for approval.

Committee Reports:

Authors' Circle: Ms. du Pont reported that the Jack Jacobs presentation was very well attended with over 60 people present. Colonel Jacobs was very funny and extremely entertaining and he made an excellent impression on everyone who heard him. Our next author will be Christina Alger, a local resident, who will give a presentation on February 9. We are also planning on a presentation that will be jointly sponsored by the Library and the Garden Club.

Committee on Trustees: Mr. Davidson will summarize the responses to the recent survey on the Director's report and will share the results with the Trustees. He will also meet with a prospective new Trustee.

Building Planning: No report.

Building: Ms. Bakhtiary requested permission for the Friends to paint the basement hallway adjoining the Book Sale Room. The Friends intend to do this work themselves. The Trustees approved this project with gratitude. The painting will be coordinated with Ms. Loomis.

Fundraising: Ms. Loomis reported that the annual appeal letter was mailed on December 10.

Marketing: Ms. Loomis reported that we have been asking patrons to use the Library's website portal to Amazon during the holiday season. She also mentioned that the Library will prepare a basket of books as publicity for the upcoming Chamber of Commerce meeting.

Friends: Ms. Bakhtiary reported that the Friends plan a Gift Wrap event next week. They will wrap books purchased from the Book Sale Room at no charge and may wrap other presents for a small fee. The Friends will also work with the proposed book distribution project at the Train Station.

New Business: None

Old Business: The new investment policy was discussed earlier in the meeting. There was no other old business.

On a motion by Mr. Sweet, seconded by Ms. Frazer, and approved unanimously, the meeting was adjourned at 8:10 PM.

Respectfully submitted,

Dan Gladding
Secretary