

**TUXEDO PARK LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 11, 2014**

President du Pont called the meeting to order at 7:33 PM.

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

**Absent:** Trustees Davidson and DeSimone

Ms. du Pont opened the meeting by welcoming Ms. Bullard to her first board meeting as a new Library Trustee.

**Public Comments:** None

**Minutes:** On a motion by Mr. Sweet and seconded by Mr. Howard, the January 14, 2014 Annual Meeting minutes were unanimously approved as submitted.

On a motion by Mr. Sweet and seconded by Mr. Howard, the January 14, Board of Trustees meeting minutes were unanimously approved as submitted.

**Treasurer's Report:** Mr. Sweet reported that the final year-end 2013 operating surplus has been confirmed to be \$7,479, and he credited Ms. Loomis and her staff for managing operations in 2013 to produce this result. He also confirmed that we have received a family foundation grant for \$5,000 and that there are minimal restrictions on how we can use these funds. He reminded the Board that the warranty on our computer server expires in July, at which time it will need to be replaced at a quoted price of \$2,600. He further reported that the Finance Committee has decided to use the year-end surplus as follows:

\$2,600 for the server  
\$2,400 for additional Library materials  
\$2,479 for a maintenance reserve

Mr. Sweet also reported that we expect to receive the tax funds in the following week, at which time a substantial amount will be placed in a higher yield, FDIC-insured savings account at EverBank. Regarding investment of the funds held in our Vanguard account, Mr. Sweet plans to soon place approximately \$92,000 in several Vanguard exchange traded funds with approximately 66 percent to be allocated to US stocks and 34 percent to bonds. Vanguard has been selected due to their extremely low cost: approximately 0.15 percent compared to almost 2.0 percent for another company that was considered. He plans to report quarterly on investment performance to the Board. Prior to the meeting Mr. Sweet had circulated the detailed investment implementation plan to the Board. Mr. Howard then made a motion to accept the implementation plan as submitted. Ms. Fennell seconded the motion which was approved unanimously.

**Director's Report:** Ms. Loomis' report was circulated prior to the meeting. She exhibited the Tuxedo Performing Arts Group (TPAG) program for a performance by the American String Quartet a few days earlier. The Library placed two ads in the program; one ad was paid using a portion of a grant and the other by Library funds. The purpose of the ads is to make the community more aware of the diversity of programs available at the Library. These ads will

continue to appear in TPAG programs throughout the year. Ms. Loomis also discussed CircleTime and StoryTime sessions which have been cancelled due to very poor participation; Toddler Time is still in great demand. Our Children's Librarian is investigating other programs or formats which may prompt greater participation. Ms. Loomis also plans new programs for those days when the Library is open but schools are closed, and she also plans to evaluate programs on Saturdays. The first such program will take place on Presidents Day. Ms. Loomis also reminded the Board that the next meeting will be on March 18, a week later than normal because she and Ms. Brady will be attending a national library conference in Indianapolis the preceding week.

**Presentation: Life of a Library Book.** Ms. du Pont introduced this topic by saying that she has asked Ms. Loomis and her staff to plan to make presentations at future Board meetings about detailed facets of Library operations. The first presentation was by Ms. Brady who discussed the methods and many sources that she uses to make decisions on materials acquisitions. She also discussed the typical life of a book, from the time that it arrives and is placed into the Library database, through the time it is shelved in the New Books area, and to the time that it may be moved to the stacks in the lower level, and to the time that it is weeded from the collection. There was further discussion about the extremely high price that publishers charge for ebooks sold to libraries.

### **Committee Reports:**

**Authors' Circle:** Mr. Howard described the lovely event held the preceding weekend for local author Christine Alger. Ms. Loomis reported that there was a good turnout, with 36 attendees. Claudia Hanlon and Heather Bullard co-hosted an Authors' Circle event that followed the presentation. Mr. Howard said that the Authors' Circle Committee is working on several more possible author events, including one possibility that would be linked to Downton Abby and another that would be linked to the 100<sup>th</sup> anniversary of the beginning of World War I.

**Committee on Trustees:** No report.

**Building:** Mr. Gladding reported that there is a problem with the photocells that control the outdoor lights on the South and West sides of the building. He has contacted an electrician to look into the matter.

**Fundraising:** Ms. du Pont reported that the current campaign has generated \$25,650 to date. She plans to send a follow-up letter to potential donors in a few weeks.

**Marketing:** Ms. Loomis reminded the Board that the current campaign in February is "Love your Library, like us on Facebook/Tweet us".

**Friends:** Ms. Bakhtiary reported that the latest scheduled Friends meeting had to be cancelled due to weather.

**Memorial Day:** Mr. Gladding reported that the first planning meeting will be held on February 22 and urged all Trustees to participate in planning.

### **New Business:**

Mr. Gladding reminded the Board that in reference to the Conflict of Interest Policy they had voted by email in recent weeks to approve using Heather Bullard's company to provide

refreshments at Authors' Circle events. He recommended that the Board affirm their approval of the resolution for purposes of these minutes. Accordingly he read the following resolution:

Given that three suppliers were asked to bid on providing refreshments for Authors' Circle events at the Library in 2014, and the estimate from Trustee Heather Bullard, Tuxedo Park Events, is cost effective and her history of quality are exemplary, we approve the selection of Tuxedo Park Events as supplier of refreshments for author events to be scheduled in 2014.

Mr. Gladding made a motion to approve the resolution and Mr. Sweet seconded the motion. The vote was eight in favor, none opposed, and one abstention; the resolution was approved.

Ms. Fennell discussed a forthcoming Orange County "Place Making" award. It was agreed that she will submit a proposal that the Tuxedo Park Library receive the award.

**Old Business:**

Investment Implementation: Discussed above.

Patron Conduct Policy Amendment: The draft amendment was distributed as part of the Board Meeting documents. Mr. Sweet made a motion to approve the amendment as distributed. Ms. Fennell seconded the motion which was passed unanimously.

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

Respectfully submitted,

Dan Gladding  
Secretary