

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 12, 2013
Subject to Board Approval

President du Pont called the meeting to order at 7:32 PM. She confirmed that a quorum of four Trustees was present.

Present: Trustees du Pont, Frazer, Gladding, Sweet, Director Loomis, Assistant Director Brady

Absent: Trustees Davidson, DeSimone, Fennell, Howard, and Takeuchi

Public Comments: None

Minutes: On a motion by Ms. Frazer and seconded by Mr. Sweet, the January 8 Board of Trustees meeting minutes were approved as submitted.

Treasurer's Report: Mr. Gladding reported that at the preceding Finance Committee meeting it had been determined that the final 2012 year-end surplus was \$12,195 and for our next meeting our bookkeeper will issue a final 2012 Statement of Activity to formalize this. The Committee has recommended the following uses for the 2012 surplus:

Additional security system cameras, etc.	\$6,588
Allocation to building maintenance reserve	3,000
Additional digital materials	2,607

The Board approved this allocation of the 2012 reserve.

Mr. Gladding also mentioned that we have received two grants: a \$5,000 grant from a local foundation and a \$1,770 grant from the Tides Foundation. The Finance Committee has recommended using both grants for the renovation project and the Board approved this recommendation.

Finally, Ms. du Pont reported that our budgeting process for the year 2014 has begun and the first workshop will be held during the first week of March.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. She is planning to survey participants at future programs, including an upcoming SAT preparation program. The planned staff meeting was cancelled due to weather but will be rescheduled. She has also asked Dawn McFarland to handle preparatory and publicity work for future Authors' Circle events.

Committee Reports:

Authors' Circle: During a discussion on upcoming author events it was suggested that we have books available for sale two weeks in advance so customers can buy and read them before the presentation. This will also help publicize the event.

Committee on Trustees: In the absence of Mr. Davidson, Ms. du Pont reported that Ms. Fennell has resigned as Treasurer but continues as a Trustee. Ms. du Pont then made a motion to elect Mr. Sweet as Treasurer. Mr. Gladding seconded the motion which was passed unanimously.

Fundraising: Ms. du Pont reported that the Committee is considering holding the annual dinner at the Library in September and is planning to have a very interesting speaker. She also said that she will send a follow up fundraising mailing by month end.

Building Planning: Ms. Loomis reported that we have placed an order with Red Shutters for several furniture items. We have just received detailed drawings for the café island and the movable shelves and Mr. Gladding will meet with Jeff Gundermann on Thursday to go over details. The upholsterer is refinishing the first sample oak chair for our approval.

Building: Ms. Loomis said that she expects the new security system cameras and other items to be installed later this month. Ms. Loomis and Mr. Gladding also plan to look into the technical and financial feasibility of installing a backup generator.

Marketing: No report.

Friends: Ms. Brady reported that the Friends had income of \$4,500 in 2012 and spent \$4,000 in support of the Library. They are also looking for a specific item to contribute for the renovation. The Friends have also invited local teachers to visit the Book Sale Room to pick out any items they want at no cost. It was suggested that we also contact Sue Heywood to offer free books to be used by the South African schools which she supports.

Memorial Day: Mr. Gladding reported that the first planning meeting will be held on February 16 and he asked Trustees to participate in the meeting if possible.

New Business: Ms. Loomis and Ms. Brady discussed the New York Library Association conference that they recently attended. There were numerous sessions including one on best practices for Director/Board relations. A session on library policies had an extensive agenda a great deal of discussion; one takeaway is the notion that a staff policy manual is not a contract and employees should be made aware that policies can be changed. Some ideas at the conference included “libraries are moving from collections to community”, the fact that FEMA considers libraries to be on the short list of “first restorers”, and the concept of “maker spaces” for craft activities. A session on “E-books and Beyond” included the idea that “customers should be able to test drive” electronic devices at libraries. A conference discussion on personnel introduced the slogan “Hire for attitude, train for skills.” During this discussion the Trustees suggested that we henceforth send all of our public communications to our local politicians.

Old Business: None

On a motion by Mr. Sweet, seconded by Ms. Frazer, and approved unanimously, the meeting was adjourned at 8:42 PM.

Respectfully submitted,

Dan Gladding
Secretary