

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
April 9, 2013**

President du Pont called the meeting to order at 7:40 PM.

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

Absent: Trustees DeSimone and Fennell

Public Comments: None

Minutes: On a motion by Mr. Sweet and seconded by Ms. Frazer, the March 12 Board of Trustees meeting minutes were approved as submitted.

Treasurer's Report: Mr. Sweet reported on several matters. Operating funds have been used to purchase a new laptop computer to be used by staff members. Also, the additional security system cameras have now been installed, using surplus 2012 operating funds as previously approved by the Board of Trustees. He also reported that he plans to submit a draft investment policy to be considered at the next meeting.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. Regarding fundraising, she mentioned that the recently-mailed follow up letter was a big help in generating additional contributions. She also reported that many of our customers really like our new Zinio program which allows them to download any of 45 different magazines to their computers at no cost to the user. She plans to have a staff member visit the train station early on a weekday morning to make commuters aware of this service. Ms. Loomis has also arranged to post the renovation details on boards in the reception area. She has asked our staff to refer any detailed renovation questions from customers to herself or to Ms. Brady.

Committee Reports:

Authors' Circle: Mr. Howard said that we have no current author events due to the renovation project. The committee will meet again soon to begin planning events for the fall.

Committee on Trustees: No report.

Building Planning: To be discussed under Old Business.

Building: Ms. Loomis reported that during a recent heavy rain water leaked into a part of the Book Sale Room. Mr. Gladding said that he believes he knows where the water entered the building and he knows what needs to be done to fix this problem.

Fundraising: Ms. du Pont said that the recent follow up mailing has resulted in several new Authors' Circle members.

Marketing: No Report

Friends: Ms. Bakhtiary reported that the group is working on renewing our museum membership program and may add new museums to the mix. They believe that their special sales like “Wacky Wednesdays” have helped generate additional traffic to the Book Sale Room. The Friends would also like to donate a specific item to the renovation project and are looking for suggestions.

New Business: Members of the Finance Committee reported that at their meeting earlier in the evening they have agreed that the current draft of the 2014 budget should be presented to the Board of Trustees for discussion and approval. This draft budget has been previously analyzed by the Finance Committee at two workshops and has also been provided to all Board members for review. Mr. Gladding thereupon made a motion that the Board pass the following resolution:

The Tuxedo Park Library Board of Trustees approves the proposed 2014 budget that calls for a tax increase of \$8,632 over 2013 or an increase of 1.802 percent for a total amount of \$487,666 to be raised by taxes in 2014.

Ms. du Pont seconded the motion which was passed unanimously.

Old Business: Mr. Gladding summarized the renovation project status. His current estimate of the project cost is very close to the total of available funds plus grants that have been approved. He mentioned that the stone for the coffee bar top has been donated by Hillburn Granite Company. Mr. Gladding also discussed Memorial Day Picnic plans and the Memorial Day Journal which he said will be even more impressive than the 2012 Journal.

Ms. Brady distributed and discussed the most recent circulation statistics. Year-to-date book circulation in 2013 is three percent higher than the same period a year ago. Periodical circulation is down but she expects this to increase in the near future with our new Zinio magazine subscription offering. Audiovisual circulation is up in all categories except audio books. Digital eBook circulation is up although our selection is very limited due to the high cost to obtain each title. Internet sessions are down although this statistic is inaccurate because so few people sign up when they log on using our computers.

On a motion by Mr. Davidson, seconded by Mr. Sweet, and approved unanimously, the meeting was adjourned at 8:40 PM.

Respectfully submitted,

Dan Gladding
Secretary