

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 13, 2014**

President du Pont called the meeting to order at 7:36 PM.

Present: Trustees Davidson, DeSimone, du Pont, Fennell, Frazer, Gladding, Sweet, Takeuchi, Director Loomis, Assistant Director Brady

Absent: Trustees Bullard and Howard

Public Comments: None

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

Treasurer's Report: Mr. Sweet reported that the building maintenance account has only \$518 remaining in the budget for the year and there are several upcoming expenses. However, the Finance Committee has agreed for the time being to delay deploying the funds in the building maintenance reserve until we see how other expenditures work out as the year progresses. Other expenses are basically on budget. Mr. Sweet also reported that we have earned interest of \$103 in the EverBank account and our Vanguard accounts show a gain of \$1,400. However, the value of the Vanguard account should be expected to fluctuate with market performance so we should take a long term view on these investments. Mr. Sweet also reported that he is working with the Historic Society to reconcile the records of their sales of the "Lives Legacies and Legends" book. Ms. Loomis has also been asked to explore options for off-site storage of our inventory of the book. Finally, Mr. Sweet and Ms. du Pont discussed the current fundraising results which have been excellent, especially when the donations from the dinner last year are considered.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. She also reported that the book "Unbroken" will be emphasized in numerous Orange County libraries this summer. The book is about a World War II flyer who shot down in the Pacific and ultimately captured by the Japanese. She also discussed our new computer server which we are now in the process of "tweaking" so that it works properly in our environment.

Committee Reports:

Authors' Circle: Dr. DeSimone reported that we are still working on getting a "big" author to visit in conjunction with our dinner event this autumn. He and Ms. du Pont emphasized the importance of strong turnouts for our author events; we get excellent feedback after the events but often the attendance and book sales are disappointing which can make it difficult to recruit authors. We will work on wider publicity for future events. Ms. Loomis was also asked to check with other library directors to generate a list of book clubs in the area so we can make them aware of future events.

Committee on Trustees: No report.

Building: Mr. Gladding reported that after Memorial Day we will arrange to replace two sections of sidewalk at the Southwest corner of the building; these sections are incorrectly pitched so they now encourage water to run down the side of the building which may be the cause of the water

problem in the Book Sale Room. We will also perform some repairs to the main flat roof in the near future.

Fundraising: Discussed previously

Marketing: No report.

Friends: Friends President Bakhtiary is out of town so Ms. Brady reported that the membership has fluctuated, with some additions and losses. The Friends plan to soon have a well-organized drive for new members. Wacky Wednesday book sales will continue throughout the year. The April Fool's Day sale resulted in the sale of 25 bags of books.

Memorial Day: Mr. Gladding exhibited copies of the 2014 Journal which has just been received. Our plans for the event point to another day full of fun for our community. He also asked all Trustees to make themselves available if possible as volunteers on Memorial Day. He also reported that the Tuxedo Performing Arts Group and St. Mary's Preschool have both asked to set up tables at the event and the Board of Trustees agreed that this is very acceptable.

New Business: In response to a question, Ms. Loomis reported that in the normal course of our operations several members of a religious group who now live in Tuxedo have received Library cards after they provided proof of their residency in accordance with our policy. Ms. Loomis also described a new staff intranet which she has recently established to increase productivity. This has a bulletin board, calendar, and a chat feature which will make communication more efficient among our staff members.

Old Business: None

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

Respectfully submitted,

Dan Gladding
Secretary