

Tuxedo Park Library

Minutes of the Board of Trustees Meeting

June 11, 2013

Meeting called order 7:45

In attendance: Barbara du Pont, Tony Davidson, Dan DeSimone, Noreen Fennell, Linda Frazer, Gerry Howard, Diane Loomis, Florence Brady , Claudia Bakthiary

Absent: Trustees Gladding, Sweet and Takeuchi

Minutes: On a motion by Ms. Frazer, and seconded by Dr. DeSimone, the minutes were approved as distributed.

Treasurer's Report: Ms. du Pont reviewed the Treasurer's Report. Items of note on the reports were expenses associated with the repair of the air conditioning system (\$2243.) and the hot water tanks (\$757.). The expense associated with the ANSER system may be lower than budget., As part of the renovation process two terminals have been removed. Ms. Loomis is investigating the addition of an additional terminal at the front desk. The cost of this will be determined for consideration.

The financial analysis of the Memorial Day Picnic was distributed. Results were in line with expectations. Income was slightly higher this year, as were expenses. The increase in expenses was related to incurring costs related to purchase and replacement of items that are used on an ongoing basis for events such as tents.

The discussion of the formation of an Investment Policy Committee was continued from the prior meeting. This would be an ad-hoc committee to be made up of both Trustees and non-Trustees to review and recommend appropriate investments for the Library, On a motion made by Mr. Davidson, and seconded by Mr. Howard, the Board unanimously voted to create an ad-hoc Investment Policy Committee.

Director's Report:

The Director's Report had been distributed prior to the meeting for Trustee's review. Ms. Loomis reviewed with the Board that RCLS has signed an agreement with EBSCO to provide all member libraries and their patrons with access to the NoveList Plus and NoveList K-8 databases, which Tuxedo Park Library patrons can also access from the Library's web site. The staff and patrons have found these resources very useful.

Committee Reports

Author's Circle:

Mr. Howard informed the Board that he and Dr. DeSimone will meet with the author committee to schedule authors for the coming year, starting in September. Mr. Howard will be speaking with Walter Moseley about participating in an Author's Circle event at a date to be decided, as well as possibly a separate discussion with teens.

Committee on Trustees:

Mr. Davidson distributed the approved Conflict of Interest Policy and asked each of the Trustees present to sign and return it. The policy will be signed annually thereafter. He informed the Board that it has been suggested the Tuxedo Park Library adopt a Document Retention Policy and a Whistleblower Policy. A recommended Document Retention Policy had been distributed to the Board for their review. Mr. Davidson asked that based on the review by Mr. Gladding, it was recommended that the policy be amended to expand the retention period for expired insurance documents to "indefinitely." Mr. Davidson made a motion: That the Board accept the Document Retention Policy with this amendment. It was seconded by Mr. Howard. The Board voted unanimously to accept this policy.

Building Planning Committee:

Ms. du Pont informed the Board that the renovation is almost complete, with some finishing details remaining. Final billings for the project are expected to be received by the next Board meeting and an analysis of project expenses versus budget will be done at that time. Prior to the meeting, trustees toured the renovation, and comments were universally positive. Ms. Loomis and Ms. Brady reported that staff and the public have been enthusiastic about the changes.

Fundraising:

Dr. DeSimone is in discussion with a speaker for the fall Author's Circle Event and Dinner that will take place on September 28, 2013. The presentation will take place at St. Mary's Episcopal Church at 1:00 in the afternoon, and the dinner will be held at the Library. Cocktails may be served at a private home, not yet confirmed.

Marketing:

A banner from the Chamber of Commerce highlighting Tuxedo Park Library has been installed on Route 17, outside the Library.

Friends of the Library:

Ms. Bakthiary reported on behalf of the Friends. They have renewed all the Museum Passes, and will fund the Tuxedo Park Library Summer Reading Program. Ms. du Pont offered thanks to the Friends on behalf of the Board of Trustees for their ongoing support of the Tuxedo Park Library.

New Business

None.

Old Business

None.

Motion to adjourn at 9:05 p.m. by Mr. Davidson, seconded by Mr. Howard, approved unanimously.

The Board of Trustees entered into Executive Session at 9:06 to review a personnel matter and adjourned Executive Session at 9:20.

Respectfully submitted,

Noreen Fennell, Trustee