

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 8, 2014**

President du Pont called the meeting to order at 7:35 PM.

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

Absent: Trustees Frazer and Howard

Public Comments: None

Minutes: On a motion by Mr. Sweet and seconded by Ms. Bullard, the June 10 Board of Trustees meeting minutes were unanimously approved as submitted.

Treasurer's Report: Mr. Sweet reported that we have a healthy balance sheet, with about \$60,000 more "in the bank" than a year ago. Regarding operations, he reported that our performance against budget remains good – income is about 99 percent of the budgeted income and overall expenses are likewise about 99 percent of budget. As previously reported, a few expense categories like repair and maintenance are higher than budget but other expenses are lower. Regarding the suggestion to replace the switch for the computer system, Mr. Sweet reported that the Finance Committee has decided to postpone the decision until later in the year. Mr. Sweet then discussed the performance of our investments during the second quarter: we earned about \$5,000 during this period which was the first full calendar quarter of our investment program. Mr. Sweet also reported that the Investment Committee has recommended bringing cash down to about 10 percent of our portfolio at Vanguard which would make more funds available for investment. No decision was made on this suggestion.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. We have now received 165 signatures on our budget petitions. She also reported that summer programs have been very active.

Committee Reports:

Authors' Circle: Dr. DeSimone reported that we have no author activities until this fall. Ms. du Pont reported that a local family has asked to host a cocktail party on July 26 to increase awareness of the Library. Ms. du Pont hopes the event will result in more people joining the Authors' Circle. She also plans to take the opportunity to ask more people to become involved with our fundraising activities and events.

Committee on Trustees: No report.

Building: A patron has pointed out some poison ivy in our hedge on Route 17. Mr. Gladding also mentioned that in order to reduce the water problem in the Book Sale Room our contractor Jeff Gundermann will be replacing two sections of concrete walkway at the southwest corner of the building.

Fundraising: Covered in the Authors' Circle discussion.

Marketing: No report.

Friends: Ms. Brady reported that the Friends are working on a new Constitution. Once this is completed they plan to recruit new members.

New Business: Mr. Gladding read the following proposed Board Resolution:

WHEREAS, there has been presented to the Board of Trustees of the Tuxedo Park Library a petition signed by qualified voters of the Town of Tuxedo in number exceeding ten per centum (10%) of the total number of votes cast for Governor in the Town of Tuxedo at the last gubernatorial election, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Tuxedo:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF TUXEDO FOR THE OPERATING BUDGET OF THE TUXEDO PARK LIBRARY BE INCREASED BY FOURTEEN THOUSAND TWO HUNDRED SIXTY-FIVE DOLLARS (\$14,265) TO THE SUM OF FIVE HUNDRED ONE THOUSAND NINE HUNDRED THIRTY-ONE DOLLARS (\$501,931) ANNUALLY.

and

WHEREAS, the endorsement of the Board of Trustees of the Tuxedo Park Library is required before such question may be placed upon the ballot.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Tuxedo:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF TUXEDO FOR THE OPERATING BUDGET OF THE TUXEDO PARK LIBRARY BE INCREASED BY FOURTEEN THOUSAND TWO HUNDRED SIXTY-FIVE DOLLARS (\$14,265) TO THE SUM OF FIVE HUNDRED ONE THOUSAND NINE HUNDRED THIRTY-ONE DOLLARS (\$501,931) ANNUALLY.

Mr. Sweet made a motion to approve the resolution, and Ms. Fennell seconded the motion. The resolution was unanimously approved.

Proposed Amendments to the Personnel Handbook. The Board discussed proposed changes and made several suggestions for further changes. It was agreed that Mr. Davidson will work with Ms. Loomis and Ms. Brady to prepare a revised draft of the Handbook for consideration at a future Trustees meeting.

August Trustees Meeting. Ms. Takeuchi made a motion that the August, 2014 meeting should be cancelled. Mr. Sweet seconded the motion which was unanimously approved.

Fax Fees. Ms. Loomis reported on her survey of fax policies and fees at eight libraries. After discussion the Board decided to leave our current fees unchanged. The Trustees also recommended that staff members make our fax customers aware of scanning and emailing as a much lower cost alternative to faxing.

Old Business: None

On a motion by Mr. Sweet, seconded by Ms. Fennell, and approved unanimously, the meeting was adjourned at 9:07 PM.

Respectfully submitted,

Dan Gladding
Secretary