

TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 10, 2013

President du Pont called the meeting to order at 7:43 PM.

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

Absent: Trustees Fennell and Howard

Public Comments: None

Minutes: On a motion by Mr. Sweet and seconded by Mr. Davidson, the July 9 Board of Trustees meeting minutes were approved as amended.

Treasurer's Report: Mr. Sweet reported that the official tax cap for New York entities will be 1.66 percent for 2014. Our planned 2014 budget calls for a 1.8 percent tax increase but since at a previous meeting our Board of Trustees unanimously passed a resolution approving an increase higher than the tax cap we comply with requirements. Regarding operations, Mr. Sweet reported that through August our income is 98 percent of budget but expenses are also 98 percent of budget. Some expense items are higher than budget but others are lower than budget. Mr. Sweet also reported that our current forecast for the balance of 2013 shows that we should end the year on budget. He further reported that the Finance Committee has agreed to leave \$3,000 from the 2012 surplus in the 2013 operating account for maintenance and this has been reflected in the August 2013 operating statements. Previously this \$3,000 had been planned for a Building Maintenance Reserve but unanticipated expenses in the first half of 2013 consumed this amount. Finally, Mr. Sweet reported that the Investment Committee has been formed and is comprised of Tamer El-Rayess, Dan Rifkin, Ron Reede, and himself.

Director's Report: Ms. Loomis' report was circulated prior to the meeting. Regarding summer reading programs in 2013, participation was down somewhat from 2012 but she said that unlike prior years, those participants who signed up for the programs completed the programs. She believes that the number of Tuxedo children is down slightly from prior years and Ms. Frazer and Ms. Takeuchi confirmed that the school has seen the same decline. Ms. Loomis discussed our customer traffic survey which was conducted in June and July and which showed a decline in foot traffic. She believes the decline is attributable to the disruption caused by the renovation. The Board asked Ms. Loomis to see whether another survey can be conducted in an upcoming month when traffic would be more representative of a normal time. Finally, Ms. Loomis said that several customers have requested that the Library remain open on Sundays during July and August.

Committee Reports:

Authors' Circle: Ms. du Pont reported that the registration for Anna Marie Alfieri's presentation on September 14 is somewhat low and if anticipated attendance does not improve we may give Ms. Alfieri the option to cancel the event. Regarding the presentation by Howard Shore on September 28, attendance should be excellent based on people who have already signed up; likewise the Annual Dinner which will take place that evening will also have excellent attendance since we are already 2/3 sold out even before formal invitations have been delivered. Further

regarding the dinner, Ms. du Pont reported that a number of people have agreed to underwrite portions of the dinner expenses so that most or all of the proceeds from dinner ticket sales will accrue to the Library. She does not plan to make a request for contributions at the diner, but we will send out a fundraising letter later in the year as usual.

Marketing: Ms. Brady mentioned that she and others will be at the Train Station and Bus Shelter early the morning of September 12 to acquaint commuters with Library services. Ms. du Pont mentioned that the marketing thrust in the next several months will be focused on using the Library website to access Amazon which results in income to the Library.

Friends: Ms. Brady reported that the Friends are interested in establishing a book exchange program for commuters at the Train Station. She also mentioned that the Friends will reimburse almost \$2,000 to the Library for our recent summer programs.

New Business: Ms. Loomis reported that the RCLS has asked the boards of all member libraries to approve the 2014 RCLS budget. Ms. Loomis will circulate the details of the proposed budget to Trustees so that the Board can vote on that budget at the October meeting. Regarding the report on 2013 operating statistics distributed at the meeting, Ms. Loomis and Ms. Brady said that the decline in reported internet sessions is partly because users often do not sign up to use our computers. Furthermore, the decline is more than offset by an explosion in Wi-Fi use. Ms. Loomis also mentioned that many of our customers are very pleased to now have access to our Apple computers.

Regarding the November budget vote, the Board agreed that we will not ask people to call potential voters as we have in the past. Ms. Loomis will obtain a sample ballot for display in the Library as she did last year. She will also prepare a mailer similar to the ones we have used in the past. She will plan to have the mailer ready to distribute at the Library open house scheduled for October 24.

Mr. Sweet reported that the 2012 tax return was filed in August. He also suggested that we upgrade our website to make it more dynamic and volunteered to help in this regard.

Old Business: None.

On a motion by Ms. Frazer, seconded by Mr. Sweet, and approved unanimously, the meeting was adjourned at 8:58 PM.

Respectfully submitted,

Dan Gladding
Secretary