

**TUXEDO PARK LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 9, 2014**

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

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

Absent: Trustee Bullard

Public Comments: None

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

Treasurer's Report: Mr. Sweet reported that we have made some changes to the budget classifications that will be included in the next Book Talk. He also reported that our annual tax return has been filed with the IRS on schedule and that our auditor has determined that our 2013 financial statements are in good order. Mr. Sweet then reviewed our current forecast for the balance of 2014 as compared to our budget. This forecast indicates that we will be over budget by about 0.9 percent. Building and Grounds expenses have been high and we still have not received final bills for some of the elevator repairs and the replacement of two concrete slabs. He reminded the Board that the 2015 budget for Buildings and Grounds has been increased to better reflect the costs of maintain a 100-year old building. He also said that we are looking at expenses that can be reduced to reduce the over budget situation and reminded the Board that we do have a reserve for maintenance which upon proper approval could be applied to this overage. Overall Mr. Sweet believes that our year end results will be very close to budget.

Director's Report: Ms. Loomis' extensive report was circulated prior to the meeting. She reported that our staff has received many compliments on our recent summer programs. She also discussed her plans for finding a replacement for Dawn McFarland who has resigned to take a position with a school district library. Ms. Loomis also discussed our recent traffic survey which showed a decline in foot traffic on all days except Thursdays which experienced an increase. She pointed out a significant increase in research questions. She believes that these changes are linked to significant increases in online use of our resources and increased adult programming on Thursdays.

Committee Reports:

Authors' Circle: Mr. Howard reported that the next author is to be Carol Wallace who will discuss her book "To Marry an English Lord" on October 19. He also said that his committee is working on a presentation by a stage and screen star who once lived in Tuxedo; due to unpredictable professional commitments we may not have a great deal of advance notice of the date that he will be able to visit.

Committee on Trustees: No report.

Building: No report.

Fundraising: Ms. du Pont said that the Friends of Tuxedo Park Library organization will be expanding, to function more like typical Friends groups across RCLS and the country. As such, it will be responsible for managing and executing all of the fundraising activities for the Library. The current Friends group will operate as a committee of the larger organization and will continue to manage the Book Sale Room.

Marketing: Ms. Loomis reported that the Chamber of Commerce will no longer have banners on utility poles so the Library will no longer have a banner on a nearby pole. The Chamber is apparently reviewing alternatives for publicity in Tuxedo.

Friends: Ms. Bakhtiary said that she attended the recent Planning Board meeting and observed that Tuxedo Farms continues to have a plot of land allocated to a library facility. It appears that Tuxedo Farms, which is still managed by Andrew Dance, is becoming very active. She also reported that the Friends will have a book sale linked to Columbus Day.

Presentation: Ms. Brady discussed the new classification “New Adult Fiction”. Books in this category are aimed at people in college, those in their first jobs, those at the age to move out of their homes, and those who have “recently survived adolescence.” Ms. Brady has started a small collection of these books and the category will continue to define itself as it grows. Another name for this category might be “New Adult Generation Fiction”.

New Business: The Traffic Survey which appears on the agenda was discussed previously. The Board agreed that the November meeting will remain on Veterans Day as scheduled. Ms. Loomis and Ms. du Pont discussed an analysis of sales of the book “Lives, Legacies, Legends”. In summary, sales have fallen off in the past two years and we are reassessing our sales and pricing policies as we move forward. We will continue to rely on special promotions, off-premises events, Amazon sales, and our partnership with the Tuxedo Historical Society. We have sold a total of 635 books since publication in 2010. As a final New Business item, Mr. Gladding reported that he and his wife are soon moving to California so he will need to resign from the Board in the near future.

Old Business: None

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

Respectfully submitted,

Dan Gladding
Secretary