**Board Meeting Highlights**  
**November 20, 2012**

- David Edson, Older Adult Specialist, gave the Trustees a summary of his activities as a “Department of One.” He indicated that among the services he provided were:
  - Services to approximately 12 different facilities including nursing homes, skilled nursing facilities, etc.
  - Maintaining a satellite book collection; presenting programs at some facilities (travelogues, music, poetry, athletes, etc.); providing select materials for particular clients (books, DVDs, books on tape).
- David indicated that other staff provide some older adult programming in the Library including a film series; outside speakers, etc. He thanked the Board for providing continued funding, relating that the program was originally started with a grant and then included in our regular budget. Several Board Members questioned David asking him how many people he served; the role of the Friends of the Library and their book collections in his activities. David mentioned that parking was an issue for older adults with mobility issues when they come to the Library on Broad Street.
- The Board discussed the Amendment to the Investment Policy, providing for an automatic readjustment of the equity and fixed income portions of the Endowment Fund. The Board agreed that the Investment Policy be amended to include the new language.
- The recommendation of an architect for exterior renovation was presented to the Professional Services Committee of the City of Middletown. UPDATE: Meeting will be held Fri., Nov. 30.
- The Director and Assistant Director reported on a meeting with the Board President and the Mayor on a possible building plan and bond issue which would result from the present strategic planning process. The Mayor was enthusiastic about a Library project but felt that a November 2013 bond deadline was too early and that the Board would be better served planning for 2014 or even 2015.
- Director Meyers described some recent repairs to the building and related a story of the theft of copper from one of the bathrooms.
- Trustee Greenberg reported on the activities of the Strategic Planning Committee including surveys, interviews, public forums and focus groups. She was very impressed with Alan Gray and glad that he was chosen to lead the process. She suggested several of the items that were frequent in responses including availability of food in the Library and the need to update the website.
- The Personnel Committee is engaged in the preparation of a Succession Plan to replace both temporarily and permanently, any staff in the Library from the top to the bottom. The Plan would include cross training; building skill sets for employees to rise in the ranks; and having this process in place would make the Library more attractive for outside applicants.
- Director Meyers’ report was distributed with the materials and he referred the Trustees to it.
- Assistant Director Juliano discussed the portion of his report containing Sunday Library opening statistics, and the apparent success of the program. Board Members suggested that he provide these statistics to the Mayor who is very supportive of the Sunday openings.
- Trustee Greenberg suggested that in preparation of the agenda items in future, to add after “Call to Order” an item for “Reports of Library Departments” rather than to have those reports included in the “Public Comments” section. The Board agreed with this suggestion.
- Vice President Sanders reminded the Board that the next meeting would be Tuesday December 18, 2012, at 7:00 pm, and that the Children’s Services Department would be making a presentation.
- Vice President Sanders conveyed the best wishes of President Kamins to each Board Member for a good holiday.
- The Board entered into Executive Session.