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SHELTER ISLAND PUBLIC LIBRARY *Serving the Shelter Island Community Since 1885*

**Shelter Island Public Library Society
Board of Trustees Meeting
July 12, 2021
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:00pm.

Board Members Present:

Linda Kraus, Jo-Ann Robotti, Don Dunning, Phyllis Gates, Don Regan, Susan Binder, Henry Fayne, Jody Geist,

Excused: Bonnie Berman Stockwell, Tom Hashagan, Karyn Ginsberg Greenwald

Also Attending:

Terry Lucas

Secretary's Report:

Don Regan made a motion to approve the minutes of the meeting of June 14, 2021. Seconded by Henry Fayne. Unanimously approved.

Public Expression:

Terry Lucas reported that Bill Seeberg asked the town for a proclamation commending the library for all of its actions during the Covid -19 crisis. The proclamation was presented to Terry and is displayed at the library for all to view.

Correspondence

None

Treasurer's Report:

Don Regan delivered the Treasurer's Report. The Warrant Report and Profit and Loss were reviewed and a few items were explained. Memorial donations were up this month. The grant from Jasteka has been received to pay for a summer library intern. A bullet grant has been applied for to be used to upgrade the library telephone system.

Jody Geist made a motion to approve the Warrant Report and Profit and Loss Statements as presented. Seconded by Phyllis Gates. Unanimously approved.

Committee Reports (material not covered in board packet):

Friends of the library: No additional discussion

Special Events:

Linda Kraus reported the Tennis Tournament posters, registrations forms, and sponsor forms are out in the community. Don Dunning stated Walter Richards has given a check for \$1000 to go to t-shirt production. Linda asked to get Library self addressed envelopes that will accompany a letter asking for sponsorship. Terry said she would have the envelopes ready for pick up.

Jody Geist has been discussing the Book and Author Virtual Event with Willie Geist and some potential authors.

Facilities and Technology:

Don Dunning and Terry Lucus have researched the purchase of a new copier/printer. Terry stated the library staff has been pleased with the copier/printer that she currently has in the office. The library has a service contract which includes ink. Also a Precision Microproducts service tech lives on Shelter Island and has been very responsive when a problem occurs. Don Dunning moved to purchase a new copier/printer and service contract. Seconded by Henry Fayne. Unanimously approved.

Henry Fayne questioned if there was money in the budget for a new phone system. Terry said that there were sufficient funds if the cost was not too high. Don Regan suggested contacting Optimum to see if they could supply a phone system. Terry said she would research both and present further information at the next board meeting.

Communication Committee:

Phyllis Gates stated the Communications Committee met and discussed ways to involve kids in the library, and to make sure the library and its programs are made known to all. Discussion included utilizing social media - i.e. Instagram, Snapchat, Tik Tok, Facebook, the community calendar in the Reporter, and the Shelter Island Gazette. The Library web site has a banner across the top to promote tent week. Phyllis also suggested posting historical facts pertaining to the library on the web site.

Don Regan stated the committee has been working on the verbiage of the Special Report.

Director's Report:

Terry reported members of the staff are busy with continuing education. ESL/computer classes are to begin Saturday July 17, 2021 for some of the Spanish speaking members of the community. 8 chromebooks have arrived for ESL and computer class use. Terry reported there is a bill on the governor's desk requiring continuing education for

library boards of trustees. With that in mind a pamphlet was distributed to all members present with a discussion following regarding the types of Public Libraries.

Planning Committee:

Terry Lucas reported that the agreement signed with Beatty Harvey provided that 3 plans with estimated pricing and a Feasibility document would be provided for a price not to exceed \$15,000. We need to hear back from BH Harvey about costs and status of the Feasibility document before the committee can present a preferred option to the Board. Terry said she hopes to have more to report at next month's meeting.

Members discussed the need for additional members for the Capital Campaign Committee. Discussion included 3 chair persons representing different demographics having the broadest reach possible.

New Business:

Piercing the tax cap:

Jody Geist moved to approve piercing the tax cap. Seconded by Henry Fayne. All in favor. Unanimously approved.

Discussion occurred regarding the Bylaws with regard to the number and term length for members of the board of trustees. Two main issues were discussed: The need to find 2 new board members and the thought of revising the bylaws to reflect the need for 11 to 13 trustees. Currently the bylaws require a 13 member board.

Terry stated the Open Meeting Law is back in effect. Board of Trustees meetings are advertised on the library website, The Shelter Island Gazette and in the Shelter Island Reporter

Linda Kraus moved to adjourn the meeting. Seconded by Jody Geist. All in favor. Unanimously approved.

Meeting adjourned at 8:30pm.

Respectfully submitted:

Linda Kraus

Secretary