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

**The Shelter Island Public Library Society
Board of Trustees Meeting
March 8, 2021
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:01pm. Zoom meeting format. Meeting recorded.

Board Members Present:

Linda Kraus, Judy Hole-Suratt, Julia Brennan, Tom Hashagen, Jody Geist, Jo-Ann Robotti, Phyllis Gates, Don Regan, Susan Binder, Don Dunning, Henry Fayne, Bonnie Berman Stockwell, Karyn Ginsberg Greenwald

Also Attending:

Terry Lucas

Secretary's Report:

Judy Hole-Suratt moved to approve the minutes of the meeting from February 8, 2021. Seconded by Don Regan. Unanimously approved.

Correspondence:

Terry reported that Bill Martens sent the board a letter of thanks for the bookshelf clock. Charlie Weiner phoned Terry to thank the board for the clock.

Public Expression:

None

Treasurer's Report:

Don Regan delivered the Treasurer's report. The warrant report and profit and loss statements were presented via zoom and a few items reviewed. Terry said she would present stats regarding Overdrive use at the next meeting.

Don also reported the financial committee would be meeting with Jill Bobigan before next meeting for an update on the library's Patterson portfolio.

Julia Brennan moved to accept the warrant report and profit and loss statements. Seconded by Henry Fayne. Unanimously approved.

Committee Reports (material not covered in board packet):

Planning Committee:

Julia Brennan reported meeting with the Planning Committee to discuss the expansion project and get feedback after the presentation from the architects. The Planning Committee would like to meet with the community members who were involved in the expansion project prior to the pandemic for their feedback. Once this discussion has occurred, the planning committee will report to the board. Upon completion, semi mock up plans can be sent to the architects for their review.

Julia stated she will also sit in on the Development Committee meeting.

Facilities Committee:

Don Dunning reported the library experienced cesspool issues that needed to and were addressed. For future reference the library has a cesspool and does not have a septic tank. Flanders came and did the yearly maintenance.

The shed is ready. Tom and Don have been working hard to empty out the old shed and build a base for the new shed.

Tom reported there is a box of casters available if anyone could use them.

The old shed will be moved by the town employees to the senior center for repurposing.

Julia suggested we hire other businesses in the community to support local busines and keep from potentially overburdening our volunteers.

Human Resources:

Jo-Ann Robotti reported the new board members on the committee were brought up to date on information pertinent to running the library and the role of the Human Resource committee over the course of the year. The first big task will be working with Terry mid-year on the budget.

The Communications and Development Committees will be meeting this week.

Directors's Report:

Terry Lucas added to the previously presented director's report stating she and Laura were working on the NY State Report which is due at the end of March. The auditors were in and she would be starting the budget soon.

New Business:

Don Regan moved to approve the NY State Annual Report which had been previously distributed via email to all board members. Tom Hashagen seconded. Unanimously approved. Jo-Ann Robotti thanked Terry and Laura for a job well done on the presentation of this report.

Jo-Ann Robotti addressed the new minimum standards. The minutes of the board meeting need to be posted to the library's web site within two weeks of the meeting. Jo-Ann suggested that the minutes be marked draft and sent to all the board members for comments prior to posting on the library's web site. All agreed. Terry will send the minutes out to the board members for

comments then will have a draft of the minutes posted to the library's web site prior to the board meeting.

The agenda also needs to be posted two weeks prior to the next board meeting. Jo-Ann suggested the agenda will be marked as "draft" and "subject to change" sent to the board to review first then posted to the library's web site.

Terry Lucas reported she is in the early stages of looking for an attorney for the library. Terry will present prospective lawyers to the board then the board will vote.

Old Business:

Phyllis Gates reported the updated Trustee biographies are almost completed.

Terry reported the confidentiality agreements signed by each board member are almost completed.

Julia Brennen requested the board review holding the library board meetings the same night as the school board as it presents a potential conflict for some. The board will look into this for next year.

Tom Hashagen informed the board of a play to be held on the 3rd week in July 2021 at the History Center regarding the lima bean history here on Shelter Island. Volunteers and actors are needed.

Don Regan made a motion to adjourn. Seconded by Karyn Ginsberg Greenwald. All in favor.

Meeting Adjourned at 7:59pm.

Respectfully submitted
Linda Kraus, Secretary