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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  
April 12, 2021  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:03pm. 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:**

Phyllis Gates moved to approve the minutes of the meeting from March 8, 2021. Seconded by Tom Hashagan. Unanimously approved.

**Correspondence:**

Terry Lucas read a thank you letter to the library from JoAnn Kirland for the wonderful service provided.

**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. Our library has a healthy use of Overdrive, Libby, and Audio book use. The fee for this is reflected in this month's warrant.

Terry reported there were 14,705 checkouts for 2020 in Overdrive- digital library use.

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

## **Committee Reports (material not covered in the board packet):**

### **Finance Committee:**

Don Regan reported the finance committee met via zoom with Jill Bobigan from UBS. The performance of the portfolio has been excellent. Dividend and interest from the Patterson account continue to fund the children's program. It was discussed moving monies into higher dividend stocks in the future.

### **Friends of the Library:**

Terry reported the Friends will be giving a grant to the library for approximately \$3000. Monies to be used for tent week.

Terry also reported the Friends web page has been updated with a "donate box" for the Turkey Plunge.

### **Communications/Marketing Committee:**

Phyllis Gates reported the Communications/Marketing Committee had their first meeting. They reviewed their function referring to the library's policy manual and by-laws. The committee is looking into new ideas to further enhance public support of the library, and will forward recommendations to Jo-Ann.

### **Facilities Committee:**

Don Dunning reported the new shed is now in place. Don thanked Tom Hashagen and Don Regan for much of the heavy work. Discussion occurred regarding the placement of stone around the perimeter of the shed.

### **Development Committee:**

Jody Geist reported the Development Committee had their first meeting. The committee agreed the need to decide on a library expansion plan. In the meantime we will need to develop potential donors. Jo-Ann Robotti suggested to be atuned to any foundations providing grant money that may aid in the project.

### **Director's Report:**

Terry Lucas stressed the importance in participating in the comprehensive plan for the island. Terry also expressed special thanks to Tom Hashagen, Don Regan, Don Dunning, and Ed Brennan for their work on installing the new shed.

### **Human Resources Committee:**

Jo-Ann Robotti reported the committee will be meeting the first week in May 2021 to review the first draft of the personnel budget for next year.

### **New Business:**

### **Approval of Policies.**

Terry Lucas had emailed the board the new policies that reflected the minimum standards established by New York State. Discussion followed .

Tom Hashagen motioned to approve the following policies as presented.

1. The Open Meeting Policy
2. Confidentiality Policy
3. Conflict of Interest Policy
4. Code of Ethics Policy
5. Disaster Plan Policy- Terry Lucas would speak to Chief Jim Read regarding the disaster plan regarding active shooter and make any recommended modifications.

Seconded by Henry Fayne. Unanimously approved.

Discussion occurred regarding the resumption of in-person meetings. Terry Lucas reported she feels the air quality in the library has improved since the new air scrubbers were installed. Meetings can be hybrid, with the use of zoom during an in-person meeting. All agreed to have the May 10,2021 meeting in person at the library. Terry said the auditor may join that meeting.

Terry reported there were 152 responses to the library survey. Jo-Ann Robotti encouraged all to try to participate in the town comprehensive planning workshop. We may get a better idea of the community needs and insight into not just the person who uses the library but those who may not. The next workshop is 4/22/2021.

Tom Hashagen suggested creating a folder to hold correspondence to the library where there are comments that may provide insight into the needs of our patrons.

Terry Lucas asked the board to approve a day closure of the library for a staff development day. The staff would come together to review some library basics. Tom Hashagen motioned to close the Library for a Staff Development Day May 20, 2021. Seconded by Don Regan. Unanimously approved.

Terry Lucas stated she would like the board to consider a tribute to former board member Charlie Weiner who passed away. Discussion occurred. Terry said she would look into the placement of an outdoor bench with plaque dedicated to Charlie to be placed on the library grounds.

Judy Hole-Surratt motioned to adjourn the meeting into executive session. Seconded by Karyn Ginsberg Geenwald. All in favor.

**Meeting adjourned into the executive session at 8:16pm.**

**Returned from the executive session at 8:26pm.**

Phyllis Gates motioned to take the proposed action as indicated in the executive session regarding a personnel matter. Seconded by Susan Binder. Unanimously approved.

Jody Geist motioned to adjourn the meeting. Seconded by Don Regan. All in favor.

**Meeting adjourned at 8:27pm.**

Respectfully submitted,

Linda Kraus  
Secretary