

Shelter Island Pubic Library Society

Board of Trustees Meeting

March 14, 2022

Minutes of the Meeting

President Jo-Ann Robotti called the meeting to order at 7:01 p.m. The meeting was held in person and in Zoom format. It was also recorded.

Board Members Present

Don Dunning, Don Regan, Susan Binder, Tom Hashagen, Phyllis Gates and Archer Brown in person. Marie Bishko, Karyn Greenwald, Jo-Ann Robotti and Henry Fayne attended via Zoom.

Excused: Linda Kraus, Bonnie Berman Stockwell and Jody Geist.

Also Present (in person)

Library Director Terry Lucas

Secretary's Report

The minutes of the February 7, 2022 meeting of the trustees were approved on motion by Phyllis Gates, seconded by Don Dunning.

Public Expression

None

Correspondence

Ms. Lucas read a message from Edward Brennan on behalf of the Friends of the Library thanking library staff member Jeremy Stanzione for his effort in updating the Friends web page with on-line fundraising capabilities and a link to PayPal.

Treasurer's Report

Treasurer Don Regan reviewed the previously distributed Warrant Report and the five-page income statement as of February 2022 with comparisons to the 2022 annual budget.

He pointed out a few areas where income exceeded or fell short of a two-month percentage of the budget and answered a few questions from board trustees.

Mr. Regan also noted the effect of the stock market in February on the Patterson funds.

On motion by Tom Hashagen, seconded by Henry Fayne, the Treasurer's report was unanimously approved.

Committee Reports

Friends of the Library: Ms. Lucas reported briefly on the March 14 meeting of the Friends, noting in particular a grant to the library of \$6,234, which included annual renewals and a number of items for the Children's Library.

Director's Report: Ms. Lucas added a new item to her previously distributed report. She told the board she had recently found on a bookshelf in her office a number of old photos and books – among them a letter from Cornelia Horsford, the library's first president.

She recommended that some of the items, not specifically related to the library, be donated to the Historical Society and that Black Cat Bookstore might look at the remainder and determine if the books could be sold. The proceeds could be donated to the Fund for the Future if the board decided to do so at a later date.

Board members cautioned Ms. Lucas to make certain she retained the rights to access any donated materials for future reference and use. She asked for and received encouragement to invest in acid-free boxes and paper and other materials to safeguard the remainder of the collection.

Facilities & Technology: Chair Don Dunning and Committee member Tom Hashagen consulted with Ms. Lucas regarding the repair or replacement of the HVAC system that had not been at all effective the previous summer. It was determined that it would cost approximately \$5,000 for Flanders to repair the unit, with no guarantees, and \$9,246 to install a new system which could be repurposed in future library expansion.

On motion by Don Regan, seconded by Karyn Greenwald, the board approved replacing the HVAC system with a similar four-ton unit.

In other business, Mr. Hashagen reported that he had purchased and first of three replacement infrared light cells to be installed in the library's air ducts to improve the air quality.

Planning Committee: Chair Kayrn Greenwald reported on the Committee's March 14 meeting with special thanks to Kathy Lynch, past president of the School Board, who contributed a number of new ideas, particularly with regard to school contacts.

Organizations and people to meet for the "listening sessions" were reviewed at that meeting and Ms. Lucas was asked to report to the board on some of her recent outreach efforts, including the results of a kids' suggestion box that ranged from the practical (computers) to the whimsical (a bouncy house, a fish tank). Ms. Lucas said she would include in her future director's reports to the board a bulleted list of points made during the various listening sessions.

Following up on a committee suggestion for a short film in support of the library's "renovation and expansion," Ms. Lucas reported that she had talked to Peter Waldner and he was interested in the project.

Ms. Greenwald noted that it would be important to reach second-home owners; one suggestion was to rent a table at the Farmers Market which many of them visit regularly. She also commented that later in the month, a handout, "The Next Chapter," will be produced for wide distribution.

In answer to a question, Ms. Lucas said that the architects would not be providing any further revisions or renditions of the plans until they were under contract. To that end, she said she had received a very dense document from BHC that has been forwarded to our lawyer for review.

Ms. Lucas added that SCLS' Kevin Verbesy and others had recommended hiring a construction manager; she has sent out 2 Requests for Proposals to recommended construction managers. She added that capital campaign chair(s) still need to be identified.

Communications Committee: Chair Phyllis Gates referred to the February 22 Zoom meeting and the committee's revisions to its charge which had been previously distributed.

She asked Tom Hashagen for an update on "We do that" – a series of spot ads in the Reporter. Mr. Hashagen said he was working with the Reporter's ad department and was recommending a 1/16" ad in black and white or with a blue border to be placed in the same location each week for approximately 16 weeks between June and September. The purpose would be to reach those not already library users and let them know about unique library services. Mr. Hashagen's son, Adam, will design the ad. The ads could also be placed in social media, including Instagram, Facebook and SI Local.

Susan Binder commented that similar signage might be installed in Wilson Circle, with town approval – another means to "soften the ground."

Development Committee: Ms. Binder, Chair, reported on five charges her committee had outlined as their responsibilities – a request that President Robotti had made of all the board's standing committees. A committee member, Marie Bishko, has agreed to work on obtaining grants. The committee will meet again before the next board meeting in April.

New Business

New York State Annual Report: Ms. Lucas credited Assistant Director Laura Dickerson with preparing this lengthy – and time-consuming – report. The board asked her to convey its thanks to Ms. Dickerson.

On motion by Marie Bishko, seconded by Phyllis Gates, the NYS annual report was approved for submission to the state.

Conference Budgets: In accordance with good practice, Ms. Lucas distributed two proposed budgets for the participation of Adult Services Librarian Jocelyn Ozolins and herself in the Public Library Association Convention to be held in Portland, Oregon, March 22-25.

The convention, held every two years, is an excellent professional development opportunity, Ms. Lucas said.

Other Business

Strategic Plan: Ms. Robotti recommended skipping discussion of “Goal Four – Meeting the need for Space” since there had already been substantive input at previous meetings.

Board Member Photos: In answer to a question from Ms. Gates about when these would appear on the web, Ms. Lucas said it was on Mr. Stanzione’s agenda. She added, however, that photos were still missing for two board members and asked that they contact her about setting up an appointment with the photographer.

Adjournment

On motion by Phyllis Gates, the meeting was adjourned at 8:16 p.m.

Submitted by Archer Brown, secretary pro tem