



37 North Ferry Road  
PO Box 2016  
Shelter Island, NY 11964  
631-749-0042

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

**Shelter Island Public Library Society  
Board of Trustees Meeting  
October 16, 2023  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 5:03pm.

**Members Present:**

Linda Kraus, Susan Binder, Bonnie Berman Stockwell, Henry Fayne, Jo-Ann Robotti, Don Dunning, Jody Geist, Phyllis Gates, Tom Hashagen, Marianne Carey.

**Excused:** Don Regan, Archer Brown, Karyn Greenwald

**Also Attending:** Terry Lucas in person. Chris Sepp, Todd Harvey, Derek Knatz via zoom. Five Suffolk library potential directors were present.

**Secretary's Report:**

Henry Fayne made a motion to approve the minutes of the September 18, 2023 meeting. Seconded by Bonnie Berman Stockwell. Unanimously passed.

**Architects Project Review:**

Terry Lucas introduced Chris Sepp, Todd Harvey and Derek Knatz who were on Zoom. The Architects proceeded to review plans for the expansion project. The plans included inside and outside schematics. The plan changes took into consideration the discussions and feedback with the staff and community. Derek Knatz stated the cost of the project should be near the estimated 9.5 million.

Tom Hashagen suggested upon completion of the project the Facilities Committee be issued information on the location of all the necessary mechanics along with the needed maintenance routine.

The Architects left the meeting at 5:45pm

**Public Expression:**

None

**Correspondence:**

None

**Treasurer's Report:**

Henry Fayne delivered the Treasurer's Report. The previously distributed Warrant Report and Budget vs Actual Statements were reviewed and a few items explained. Phyllis Gates moved to accept the Treasurer's Report. Seconded by Tom Hashgen. Unanimously passed.

**Committee Reports: (material not covered in board packet)****Directors Report:**

Terry Lucas reported the Lion's Club has donated a magnifier that is now available for sight impaired patrons.

Julie Lane will be writing an article for the Shelter Island Reporter regarding the upcoming budget.

**Facilities Committee:**

Don Dunning reported a surveyor has been at work surveying the library's property. The spike markers indicating the property line still need to be placed. Don also stated Derek Knatz and he have laid out on the ground the outline of the building for the expansion project.

Don reported that a new front door can be installed now and married with the upcoming project. Replacing the current door with an outside sliding door would be at a cost of approximately \$12,000. Replacing just the motor of the current outside door would be about \$5000. Discussion occurred.

Don Dunning made a motion to replace the current outside front door with a sliding door as soon as possible. The cost should not exceed \$15,000. Seconded by Jody Geist. Unanimously passed

**Fundraising Committee:**

Susan Binder stated the committee continues to work on a plan to address potential large donors.

Terry Lucas stated in November she would send a letter to pledge donors making them aware that their pledges may be accepted now. Terry will be the administrator of the pledges.

**New Business:****Collection Development Policy:**

The previously distributed Collection Development Policy was discussed. All agreed in order to ask for reconsideration of a book, the person asking must be a Shelter Island Public Library cardholder.

Susan Binder made a motion to approve the Collection Development Policy with the above minor change. Seconded by Don Dunning. Unanimously approved.

**Patterson Account- Equity Position-** Tabled until next month

**Open Board Position:**

Bonnie will be resigning by November 2, 2024. Bylaws permit us to elect a new board member prior to the annual meeting in January 2024. The board was emailed the resume and introduction letter from the nominee Timothy Sheehan.

Henry Fayne made a motion to appoint Timothy Sheehan to the open board position. Seconded by Susan Binder. Unanimously passed.

Jo-Ann Robotti will contact Mr. Sheehan and Terry will provide him with the Trustee Binder.

**2024 Board Meeting Schedule:**

The previously distributed meeting schedule was reviewed. Linda Kraus requested to change the date of the annual meeting to Saturday January 20, 2024 at 10am. All Trustees agreed to this change.

**Amendment to Architect Service Agreement:**

Terry Lucas presented the board with the Amendment to Architect Services Agreement. Tom Hashagen made a motion to accept the Amendment to Architect Service Agreement. Seconded by Henry Fayne. Unanimously passed

**Old Business:**

Terry Lucas updated the board on the Expansion and Renovation Project.

Terry stated the library had to reapply for 501(c)(3) status for DASNY purposes. The document is nearly complete.

Terry stated that along with Jo-Ann, Henry and Don Dunning, weekly meetings with Chris Sepp, Todd Harvey and Derek Knatz have been held. The architects have been open to suggestions and easy to work with.

Don Dunning reported he will be meeting with a company to conduct asbestos testing.

In answer to the question of "When will the project start?" A reasonable estimate is the Summer of 2024. The building plans should be finalized in the next 2 months.

**Strategic Plan Update:**

Bonnie Berman Stockwell stated she continues to research other library plans and will be able to have an outline available soon. Terry stated the current strategic plan expires in January.

Terry introduced her library colleagues who attended this meeting. A discussion regarding the Library of Things started. Some of the items that were included in their Library of Things included:

Lawn Games, green screens, 3-D printers, hot spots, smart projector, code reader, record players with bluetooth capability, musical instruments, power tools, Lawn signs, CD players, sewing machines.

Don Dunning move to adjourn the meeting.

**Meeting adjourned at 6:35pm.**

Respectfully submitted,  
Linda Kraus, Secretary