



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-Draft  
Board of Trustees Meeting  
January 22, 2024  
Minutes of the Meeting**

Henry Fayne called the meeting to order at 4:58pm.

**Members Present:**

Linda Kraus, Susan Binder, Henry Fayne, Jo-Ann Robotti, Don Dunning, Tom Hashagen, Don Regan, Tim Sheehan, Archer Brown, Marianne Carey, Jody Geist

**Excused:**

Phyllis Gates

**Also Attending:**

Terry Lucas in person. Karen Greenwald on Zoom

**Secretary's Report:**

Don Dunning moved to approve the minutes of the meeting held on December 18, 2023. Seconded by Jo-Ann Robotti. All in favor. Unanimously approved.

**Public Expression:**

None

**Correspondence:**

Terry Lucas presented the board with a thank you note from the library staff for the 2023 bonuses.

**Treasurer's Report:**

Don Regan delivered the Treasurer's Report. The previously distributed Warrant Report and Budget vs Actual Statements were reviewed and a few items explained. Terry Lucas stated she would put together a document to provide tracking of the renovation

and expansion expenses. Susan Binder made a motion to accept the Treasurer's Report. Seconded by Marianne Carey. All in favor. Unanimously approved.

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

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

Terry Lucas stated we will be making a request from the Friends to purchase a "Charlie Cart" which would be incorporated into the renovation design. The "Charlie Cart" is a portable kitchen providing the library with the ability to host food oriented programs. Sara Garcia currently has her Food Handling Certification.

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

Terry presented the trustee's with a conflict of interest and a confidentiality document for all to sign. Terry stated there would be a tour of the SCLS location on May 1, 2024. All are invited to visit to see first hand how SCLS supports libraries. If a group would like to go together, Terry will organize it. Terry will also ask Kevin Verbese to come to Shelter Island to present a workshop for the Board of Trustees.

#### **Facilities Committee:**

Don Dunning reported the front door of the library continues to be a work in progress. Once the door is ordered it should arrive in 16-18 weeks.

#### **Fundraising Committee:**

Marianne Carey stated she has been in discussion with members of the Friends of the Library for a fundraising event. The tentative date of the event is Saturday June 22, 2024 at Moores Point, Shelter Island. The hope is to provide the community with fundraising awareness and opportunities as we move forward with our fundraising efforts for the expansion project.

#### **New Business:**

**Committee Assignments** - The Board discussed and agreed upon the presented committee assignments for 2024.

Terry Lucas discussed the need to have additional signers for all Dime Bank accounts. Phyllis Gates and Bonnie Berman Stockwell will be removed as signers. Linda Kraus and Henry Fayne will be added as signers. The Board approved these changes to the bank signatories.

### **Engagement with KEY Civil Engineering and Enviroscience-**

The previously presented proposal from KEY Civil Engineering submitted for our review and the review of BHC Architects was discussed. The proposal from Enviroscience for asbestos testing and soil borings was also discussed.

Jo-Ann Robitti moved to approve the hiring of KEY Civil Engineering and Enviroscience. Seconded by Jody Geist. All in favor. Unanimously approved.

### **Trustee Open Position:**

Jo-Ann Robitti advised the Board that Phyllis Gates has with regret resigned her trustee position. Discussion occurred as to potential suitable individuals to fill the vacancy.

### **2024 Goals and Objectives:**

The previously presented draft of the Goals for 2024 was reviewed and discussed. All agreed we need to make clear to the public the reasons for our continued fundraising efforts. Susan Binder made a motion to approve the presented Goals for 2024. Seconded by Don Regan. All in favor. Unanimously approved.

### **Staff Development Day:**

Terry Lucus discussed the benefit of the planned staff development day. The library would be closed to the public on this day. Susan Binder moved to approve the staff development day on March 6, 2024. Seconded by Henry Fayne. All in favor. Unanimously approved.

### **Old Business:**

#### **Expansion and Renovation Update-**

Terry Lucas reported local garden designer Lisa Stamm has offered to be involved in the library expansion project. Henry, Jo-Ann, Terry, and Don Dunning will soon be making a trip to discuss interior finishings with BHC Harvey. The original project manager Derek is no longer with Park East. Discussion continues with Gary Gonzolas regarding who will be acting as the main project manager.

Susan Binder made a motion for adjournment.

**Meeting adjourned at 6:03pm.**

Respectfully submitted,  
Linda Kraus  
Secretary

