

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
March 20, 2017 (Postponed from March 13)**

MINUTES OF MEETING

Board members present: Julia Brennan, Cori Cass, Don Dunning, Phyllis Gates, Dave Roggie, Charlie Weiner, and Mary-Faith Westervelt

Board members excused: Mike Bebon, Peter Farrar, Jody Geist, Tom Hashagen, and Bill Martens,

Also attending: Library Director Terry Lucas

President Dave Roggie called the meeting to order at 7:00 pm.

Secretary's Report

The minutes of the January 10, 2017 meeting, prepared by the secretary and distributed in advance, were approved unanimously. It was noted that there was no meeting in February due to the lack of a quorum. Therefore, items on the February agenda were included in the March agenda.

Public Expression: No members of the public were in attendance.

Correspondence: The George D. Benjamin Foundation made a donation of \$5,250 to the Library and Union Chapel made a donation of \$500.

The Shelter Island Board of Assessors sent correspondence accepting the Library's submission and confirming its exempt status from property taxes.

Treasurer's Report

The previously distributed Warrant Reports and Income Statements for January and February were reviewed and unanimously approved.

The Board discussed allocation of the \$62,926 surplus funds from 2016 in order to close out the books for the year. The Treasurer had previously recommended allocating 50% of these funds to the Fund for the Future and 50% to the Capital fund. This recommendation was approved unanimously.

The Board agreed to table discussion of a transfer of funds from the Patterson Fund until the April Board meeting when the Treasurer will be present.

Friends of the Shelter Island Library Report

Friends written report had been previously distributed. There was no additional report.

Facilities Committee Report

Don Dunning reviewed the Front Entrance Project Construction Cost Breakdown Report which had been previously distributed. The total construction cost was \$259,473.86 which included \$26,380 in additional costs due to the ramp extension. The architect's fee was \$12,989.93. There was an additional cost of \$12,000 for the roof and gutter.

Bids have been received for painting the Community Room and the Director's Office. The Board unanimously voted to accept the low bid from Out East Painting in the amount of \$2,300 and proceed with the work.

Finance Report

The Board reviewed the previously distributed Insurance Overview that provided results from Bill Martens' meeting with Gene Walker from the McMann Price Agency, our insurance agency. All insurance is appropriate except that Mr. Walker recommended increasing the umbrella policy, which has been in effect for many years, from \$1M to \$5M at a cost of \$2,712. After discussion, the Board unanimously approved this increase.

The Library Director reported that Bill Martens has spoken with the Library's financial advisor concerning investments and she recommends that we hold our current positions for now. An update will be provided after the second quarter investment committee meeting.

Library Director's Report

In addition to Terry Lucas' detailed written report, previously distributed, she commented briefly on the following.

- The Trustee Training session to be given by Kevin Verbese, Director of SCLS, on March 31 will be hosted by the Shelter Island Library.
- Friends is being requested to sponsor Tent Week in July
- The bench in memory of Howard Brandenstein, former Library President, will be unveiled in the spring at a date to be determined
- The President's proposed federal budget, if enacted, will have a negative effect on libraries by eliminating free databases provided by the Institute of Museum and Library Services
- Quotes have been obtained to replace the printer/scanner/copier which has reached the end of its useful life. The Board unanimously approved accepting the

low bid in the amount of \$4,179.71 from Precision Microproducts, which is the same company that services the Library's other office equipment.

- Terry Lucas proposed that two old computers in the children's room be replaced with two new laptops and a new freestanding bookshelf be purchased to replace the desk for a more efficient layout. This could be funded by the Patterson Fund. The Board unanimously approved expenditure of up to \$3,000 for the two laptops and a bookcase.

Nominating Committee

Quinn Karpeh, a new Board member as of January, has resigned because he is relocating. The Nominating Committee recommended the he be replaced by Judy Hole, who was a Board candidate for the January election. The Board unanimously voted to elect her to the Board.

Special Events

Terry Lucas reported that Jody Geist is working on identifying a speaker for the Book and Author Luncheon. The Board considered suggestions, including Jules Feiffer, who has recently moved to Shelter Island. Mary-Faith Westervelt agreed to extend an invitation to him on behalf of the Board.

New Business

Great Decisions

The Great Decisions group has requested approval to serve wine at all of their meetings. Terry Lucas stated that there have been no issues at the meetings where wine was served. She is willing to apply for the necessary event licenses which cost \$35 each. The Board unanimously approved this request.

Old Business

Ratify Approval of New York State Report

Submission of the Library's annual report to New York State was due by March 1. The report had been distributed to the Board prior to the scheduled February Board meeting. Since the meeting was not held due to lack of a quorum, and the report was due prior to the March meeting, the Board had approved the report by email vote and it was submitted timely. The Board unanimously ratified this approval.

Proposed Board Committees: Dave Roggie presented the final list of committee assignments for 2017

Adjournment

There being no further business and no public expression, the board voted unanimously to adjourn at 8:10 p.m.

Submitted by: Mary-Faith Westervelt, for Mike Bebon, secretary