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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
August 14, 2017**

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Phyllis Gates, Jody Geist, Mary-Faith Westervelt, Judy Hole Suratt, Charlie Weiner, Tom Hashagen, Peter Farrar, Mike Bebon

Board members excused: Julia Brennan, Bill Martens

Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:02pm.

Secretary's Report:

The minutes of the previous meeting, prepared and distributed in advance, were approved unanimously.

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

Correspondence: None

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented. Several Warrant items were questioned and explained. Expenses were noted as running slightly below budget with the exception of building maintenance and repair. Overall, financial performance year to date is favorable. The Treasurer's Report was approved unanimously.

Investment Report:

The cash balance is being maintained given the recent market performance.

Friends of the Shelter Island Library Report

With no one attending from Friends, the Director presented their written report that had been distributed in advance. Terry Lucas and Dave Roggie met with the Friends Board and presented the planned move of the Children's Library to the lower level. Friends agreed to support the project.

Strategic Planning Committee

Mike Bebon summarized the fourth meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. The Committee had previously discussed the American Library Association report on Future Trends and their potential impacts on Libraries. The Committee discussed three planning themes, distilled from the ALA future trends, that would guide the development of the Strategic Plan – Education, Infrastructure, and Information Technology. The Committee's next meeting will have two IT experts participating so there was a discussion of questions to be covered. Education and infrastructure ideas were also discussed. The Committee also developed a tentative program of community outreach to get input on the Strategic Plan.

Facilities Committee Report

The lower level modifications and Children's Library move is in progress. Contractors are being contacted. Several questions were asked and answered regarding the revised layout of the lower level and Community Room. The lunchroom wall will be constructed early in the project. When the project is completed the foldable partition will be closed the majority of the time. The expectation is to have the project completed by February-March of 2018.

Development Discussion

Charlie Weiner presented several development ideas and lessons learned including ways to enhance annual events.

Communications

Peter Farrar distributed and discussed a draft of the Annual (Special) Report. Approval of the draft is needed by 9-6 so it can be printed and distributed by 9-29. Board members to review and provide comments. Terry Lucas reported great success on inserting the Library Newsletter in the Reporter. It was decided that this should be done in the future from July-September.

Director's Report

A full report was prepared and distributed in advance. Highlights were briefed by the Director including the discovery of very old books in the shed, the departure of Jeanette Flynn and the need to purchase

some technology upgrades. On the latter, Terry will submit a more detailed proposal to the Board in the near future.

New Business

Two Board members reported great difficulty obtaining “LiveBrary” downloads. Terry Lucas explained it is due to a less than effective program called “Overdrive” and is a known problem since many libraries use the program. She will explore the issue further.

Adjournment

The meeting was adjourned at 8:24pm.

Respectfully submitted by: Michael J. Bebon, Secretary

ACTION ITEM LOG:

Action	Responsibility	Target Date
HR Policy Manual to be updated to reflect new policy on vacation usage.	HR Committee	TBD
Submit proposal on technology upgrades	Director	TBD
Explore potential improvements to LiveBrary program	Director	TBD
Review and comment on Annual(Special) Report	Board Members	9-9-18
Invite additional IT experts to September Strategic Planning Committee meeting	Director	9-1-18