

DRAFT



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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
September 10, 2018**

***MINUTES OF MEETING***

**Board members present:** Dave Roggie, Don Dunning, Bill Martens, Peter Farrar, Judy Hole-Suratt, , Julia Brennan, Linda Kraus, Charlie Weiner, Mary-Faith Westervelt and Mike Bebon

**Board members excused:** Brett James, Tom Hashagen, Jody Geist

**Also attending:** Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:03pm.

**Secretary's Report:**

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

**Public Expression:** No members of the public wished to address the Board.

**Correspondence:** A note was received expressing appreciation for the efforts of the staff who supported the Friday Night Dialogues anniversary event; Jocelyn was particularly noted.

**Treasurer's Report:**

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented by the Treasurer. The spend rate was average for the month, with year to date expenses also tracking in line at 65%. A check was received for 90% of the building project. Several warrants were explained. The portfolio was stable with no major activity during the month. The Treasurer's report was unanimously approved.

**Friends of the Shelter Island Library Report:**

A written report was distributed in advance. Friends requested return of unused funds in the future. This cannot be done legally, so balances will be held against future requests for support.

**Facilities Committee:**

The side door project will be done the first week in October.

**Director's Report:**

A full report was prepared and distributed in advance.

**Special Report:**

The Special Report will be released to the printer next week. There was discussion about the amount of increased tax the average homeowner would pay due to the proposed budget. Julia will discuss with the Tax Assessor.

**Strategic Planning:**

Final editing has now been completed and the Strategic Plan will be delivered to Terry in a few days for printing and distribution.

**Special Events:**

**Tennis Tournament** – The Tennis Tournament was very successful, generating \$5,745 in revenue.

**Friday Night Dialogues Anniversary Event - “Decade of Dialogues”** - The event was well done with an excellent speaker, and several participants expressed their appreciation. About 80 people attended, with about \$1,500 in revenue expected. The need for additional support from Board members in the planning and organizing of events was noted.

**Leadership Circle Thank You Party** – Recommendation was made and accepted to postpone the party until the Spring. The date will be set later, but the target will be close to Memorial Day. A presentation on the Strategic Plan will be added to the agenda for the event.

**Fundraising:**

The general topic of fund-raising was discussed with comparison of the results of recent fundraisers by Mashomack and the Historical Society to the Library's typical experience. The costs of the other organizations' fund-raisers are usually largely covered by donations. It was noted that the Book and

Author Luncheon is the Library's only fund-raising event; all other such events are run by Friends. Additional planning is needed for how to address fund-raising for a possible expansion.

Several ideas were offered regarding the donation offered by a potential donor in memory of his wife. Purchase of children's picture books was suggested. An award would be given to a participant in the children's group and Mr. Johnson would be invited to give the award.

#### **Administrative Matters:**

**Conference Expenses** – The Board unanimously approved expenses of \$3,094 to allow Terry, Jocelyn and Anthony to attend a 4-day conference in Rochester.

**Mileage Rate** – The Board should approve an annual mileage rate at the annual meeting.

**Days Closed for 2019** – The Board unanimously approved the proposed list of days the Library will be closed in 2019.

#### **Nominations for Trustee Positions:**

There are four Trustees whose terms will expire in January. The four incumbents have all agree to continue if reelected. A Notice to the Public must be placed in a local newspaper announcing the four open positions. If members of the public express interest in serving on the Board, the nominating committee will present the slate to the Board. Peter, Mary-Faith and Dave will be the nominating committee members.

#### **Planning Committee:**

The Board will establish a new Planning Committee to prepare an annual plan implementing the goals and objectives of the Strategic Plan. This will be a standing committee. Initial members will be Julia Brennan, Mike Bebon, Bill Martens and Brett James.

#### **Old Business:**

A suggestion was made to consider recording Friday Night Dialogues and presenting them on Channel 22. Concerns included copyright issues and the potential for filming to inhibit questions and conversations.

The electronic calendar has been successful.

The budget vote has been scheduled for October 27, 2018.

**Additional Comments:**

Some additional feedback from Board members was provided on the Friday Night Dialogues party at the Rams Head. The \$95 cost was very high for the food and drinks provided. More of the cost should be covered by donors in the future. Terry had to expend significant effort organizing and managing the event; she needs a committee to support future events like this.

**The next Board meeting will be October 15, 2018.**

**Adjournment**

The meeting was adjourned at 8:20pm.

Respectfully submitted by: Michael J. Bebon, Secretary