



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
November 12, 2018**

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Brett James, Peter Farrar, Judy Hole-Suratt, Jody Geist, Julia Brennan, Linda Kraus, Charlie Weiner, Mary-Faith Westervelt and Mike Bebon

Board members excused: Bill Martens and Tom Hashagen

Also attending: Terry Lucas, Library Director

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

President's Comments:

Given the recent lack of a quorum, Dave Roggie noted that the use of Skype or Facetime is being investigated to allow trustees to connect remotely. Terry will check to ensure this complies with applicable New York State laws. The Library's ByLaws will be modified as appropriate.

Secretary's Report:

The minutes of the September 10, 2018 meeting, prepared and distributed in advance, were approved unanimously. *[Note: The October meeting was cancelled due to lack of a quorum]*

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

Correspondence: New York State responded to a request by the Library for a crosswalk to improve the safety for children crossing from the school to the Library. They will investigate the need and advise.

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports for September and October were presented by Brett James in the absence of the Treasurer. Several warrants were explained. An accounting entry regarding a payment to the Ram's

Head Inn will be reversed and the funds reimbursed to the correct account. The warrants for September and October were unanimously approved.

Income is strong and above budget. Most expenses were at or under budget except for staff health insurance costs which are at 143% of budget. However there were offsetting cost under-runs elsewhere in the staff budget. Building maintenance and repair costs are running above budget reflecting the aging infrastructure.

The Finance and Investments Committee will be examining investment opportunities now that interest rates are rising. The Treasurer's report covering September and October was unanimously approved.

Friends of the Shelter Island Library Report:

A written report was distributed. Friends will be supporting the purchase of a button machine. Terry Lucas is reviewing all costs associated with the move of the Children's library to the lower level to reconcile costs with the funds provided by Friends.

Facilities Committee:

The side door is scheduled to arrive on November 14th. It will be painted upon arrival with installation scheduled for November 24th. The Facilities Committee did a walkthrough of the building and noted several minor deficiencies that are being addressed.

Director's Report:

A full report was prepared and distributed in advance. Staff recently attended conferences and brought back many new ideas. The next Census will be electronic and people without internet access will be advised to go to their local library. We will be planning for this to ensure we can meet the need. Overall use of the Library continues to increase. The book sale dates will be publicized to increase customers.

Strategic Planning:

The Strategic Plan has been issued and is available to the public. A subset of the Planning Committee met and discussed the last expansion project and lessons learned. A meeting with staff is planned for November 14th. Julia Brennan will participate as Chair of the Planning Committee.

Board Approvals:

The following items were presented and unanimously approved by the Board:

- The Board of Trustees meeting schedule for 2019
- Sexual Harassment Policy (with a modification to include a designated Trustee staff can approach with concerns)

- Annual Meeting and Volunteer Appreciation Party will be held on January 26th.
- Staff Development Day
- Election of Jo-Ann Robotti as a representative to the Suffolk Cooperative Library System (SCLS)
- SCLS Budget

Special Events

Linda Kraus will coordinate the Appreciation Party. Jody Geist will assist in selection of the venue for the Book and Author luncheon.

The next Board meeting will be December 10, 2018.

Adjournment

The meeting was adjourned at 8:10pm.

Respectfully submitted by: Michael J. Bebon, Secretary