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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
MAY 13 2019**

***MINUTES OF MEETING***

***Board member present:*** Dave Roggie, Don Dunning, Linda Kraus, Mary Faith Westervelt, Mike Bebon, Julia Brennan, Peter Farrar, Charlie Weiner, Tom Hashagen, Brett James

**Board Members excused:** Bill Martens, Judy-Hole Surratt, Jody Geist

**Also Attending:**

Terry Lucas, Library Director

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

**Secretary's Report:**

The minutes of the April 8, 2019 meeting, prepared and distributed in advance were reviewed. Clarification on the move of the \$60,000 from the Patterson fund to capital to read "to reimburse previously expensed children's and youth costs".

Minutes were then unanimously approved.

**Public Expression:** No members of public were present.

**Correspondence:** No correspondence

**Treasurer's Report:**

The treasurer's report was delivered by Brett James. The previously distributed Warrant Report was reviewed a few items explained.

The Profit and Loss Statements were presented, reviewed and a few items explained. 50% of pension payment is in for the year. SCLS is an annual expense.

The Treasurer's report was unanimously approved.

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

Written report from the Friends was distributed and discussed. The Friends are asking to get the board's approval for a storage shed. The approval is for the location, size, and color. They are also asking to repair and paint the existing shed. After discussion, unanimously approved location, size, color, and repair and repainting of existing shed.

### **Facilities Committee:**

Don Dunning reported the gutters were replaced on budget including fascia under gutters. Leaders were also replaced. It was decided not to replace the heater in the bathroom. The heater will be repainted and cleaned every week. The handrail is in need of painting and will be added to the job.

### **Planning Committee:**

Julia Brennan distributed letters from both BBS Architect, BHC Architects, and a pamphlet of past Shelter Island Library expansion project. The goal would be to have these firms come to speak at a meeting in June to be able to compare the two proposals.

Discussed presentation of the Library expansion to the public with expansion trying to meet the new needs of the community.

### **Special Events:**

The Book and Author luncheon is moving along. We have received about \$5000 in sponsorship. Donors of \$500 or more would receive two tickets.

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

Terry Lucas presented a written director's report and reviewed a few items. The library has been hosting students for advanced placement at 7:30am. The cubbies will be moved to the recreation center. We will be getting rid of the coat rack and installing hooks for coats. There was a tea party on 5/11/2019 with Anthony and Mary that was enjoyed by all. Pictures will be posted on the board.

### **New Business:**

Terry presented a resolution to dissolve the Bennett and Horsford funds. The Resolution was read aloud by Secretary Kraus. Motion was made by Julia Brennan to approve Resolution as written. Second by Brett James. Unanimously approved.

Terry distributed the Financial Report by Baldessari & Coster LLP. Reviewed by all present.

Terry will print out email of recommendation with respect to the restricted funds from Albert Coster CPA.

### **Policy Document Revisions and Approvals**

Collection and Development Policy unanimously approved with minor changes.

Collection of Fines and Fees Policy unanimously approved.

Computer and Internet use Policy. Discussed and tabled for later review.

### **Budget Date is October 19, 2019. Approved by all.**

Discussed approval of contracting with Amber Talmage for bookkeeping services. Clarified that Amber would be an independent contractor not an employee. Donna Leotta agreed to work with Amber for a smooth transition.

Motion by Mike Bebon to approve hiring of Amber Talmage as Bookkeeper. Seconded by Julia Brennan. Unanimously approved.

**Executive Session:**

At 8:05pm meeting went into executive session to discuss personnel matters.

At 8:30pm returned to meeting.

Motion to approve Human Resource committee recommendation on salary of Director Terry Lucas unanimously approved.

**Adjournment:**

The meeting was adjourned at 8:32pm.

Respectfully submitted by Linda Kraus, Board Secretary