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

SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
JUNE 10, 2019

MINUTES OF THE MEETING

BOARD MEMBERS PRESENT: Dave Roggie, Don Dunning, Linda Kraus, Bill Martens, Judy Hole-Suratt, Mary Faith Westervelt, Mike Bebon, Julia Brennan, Tom Hashagen, Jody Geist, Brett James, Peter Farrar

BOARD MEMBER EXCUSED: Charlie Weiner

ALSO, ATTENDENING: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:18pm

PUBLIC EXPRESSION: No members of the public were present.

SECRETARY'S REPORT: The minutes of the May 13, 2019 meeting, prepared and distributed in advance, were approved unanimously.

CORRESPONDENCE: No correspondence

TREASURER'S REPORT:

The treasurer's report was delivered by Bill Martens. The previously distributed warrant report was reviewed and a few items explained. The Amazon Virtual Reality expense was covered by a grant from the Friends. A suggestion was made that Anthony Zutter come in to present information to the board on virtual reality.

The Profit and Loss Statements were presented, reviewed and a few items explained. Noted the library download usage was up. The gutter expense would be moved to capital expense from building and maintenance line.

The Treasurer's report was unanimously approved.

FRIENDS OF THE SHELTER ISLAND LIBRARY REPORT:

A written report from the Friends was distributed and discussed. The Friends are moving forward with purchasing and installing a shed.

FACILITIES COMMITTEE:

Don Dunning reported that he contacted someone to sand the handrails and repaint. He is awaiting the estimate and hopefully the job would be completed in the month.

PLANNING COMMITTEE:

Julia Brennan reported that the Library expansion project was still in the investigation stage and that there is no set plan for a library expansion in place at this time.

The presentations by two architectural firms which took place prior to the meeting were discussed.

SPECIAL EVENTS:

Jody Geist reported on the Book and Author Luncheon. The planning is moving forward.

Linda Kraus reported the tennis tournament planning is in progress with tentative date and format remaining as last year.

DIRECTORS' REPORT:

Terry Lucas pointed out stats for the library are doing well.

Mike Bebon noted the change to visits in the stat report -43%. Terry reported the eye for the patron counter gets moved at times and people enter through different doors.

Amber the new bookkeeper is doing well. Donna has been able to advise as necessary.

NEW BUSINESS:

H.R. Committee Report and Recommendation

Mary Faith presented report from the H.R. Committee on salary pool. Staff expense is up 13.7% from last year. The increase reflect the addition of two people to the payroll who were not in the 2019 budget. Jeremy was a subcontractor and now is salaried but doing more work. Health care expense is also increased with 2 additional persons.

Motion was made by Mary Faith Westervelt that the Board accept the recommendation of the Human Resources Committee to allocate $581,700 in the 2020 budget as the pool for staff expenses including wages, payroll, taxes, health insurance, and pension expenses.

Seconded by Mike Bebon. Unanimously approved.

Policy Revisions

Computer and Internet Use Policy and Benefits of Employment, Section 10 (attached hereto) were unanimously approved with minor changes.

Piercing the Tax Cap

Julia Brennan made a motion to allow the 2020 budget to pierce the tax cap. Discussion. Second by Jody Geist. Unanimously approved.

Finance Investment Committee:

Bill Martens presented a handout reflecting the quarterly investment committee meeting on May 14, 2019. Regarding the Library's investment portfolio, the update is the return remains strong. We are still awaiting the closing of Ms. Patterson's estate.

OLD BUSINESS:

Charlie Weiner resigned from the Board of Trustees.

Peter Farrar will be moving and will resign from the Board of Trustees as of August, 2019.

EXECUTIVE SESSION:

At 8:22pm meeting went into executive session to discuss personnel matters.

At 8:25pm returned to meeting.

Terry Lucas' retirement benefit was approved.

ADJOURNMENT:

The meeting was adjourned at 8:27pm

Respectfully submitted by Linda Kraus, Board Secretary

X. Voting

The Library requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for time off to vote. Employees shall be allowed up to three hours of time off for voting at the beginning or the end of the working shift, as designated by the Library. Employees must notify the Library not less than two working days before the day of the election if time off is required.

Revised: June 2019

Public Computer and Internet Use

The Library provides Internet access for educational, informational, and recreational use. Access is provided on all public computers and through the Library's wireless network. The Library is guided by the following American Library Association statements on access to information: The Library Bill of Rights, The Freedom to Read, and Access to Electronic Information, Services and Networks: an interpretation of the Library Bill of Rights.

While the Internet is a global electronic network that enhances the materials available at the Library, users should be aware that the Internet is an unregulated source that contains materials which may be inaccurate, dated, incomplete, biased, inappropriate, or offensive. Users should carefully judge the authority and accuracy of these sources of information as they would any other resource.

In accordance with the Children's Internet Protection Act (CIPA), the Library utilizes filtering software to block access to some Internet sites on Library's public computers and through the Library's wireless network. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. It is not possible for staff to control specific information children may locate on the Internet. Monitoring or restriction of a child's access to the wireless connection is the sole responsibility of the parent/guardian.

While the Library provides wireless connectivity to the Internet, the Library does not guarantee that the use of the wireless connection is in any way secure or private. Library

computer users should not have an expectation of privacy, particularly when the computer screen and/or printout can be viewed by others. The Internet is not a secure medium, and users should be aware that third parties might be able to obtain information regarding users' activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Library computer users are responsible for using the Internet appropriately. Usage of the Internet in the Library that is inappropriate or inconsistent with this policy may result in termination of the computer session, restriction of access to Library computers, and/or suspension of Library privileges. A patron who wishes to appeal his/her termination of the right to use Library computers shall file a written request to appeal with the Board of Trustees within 30 days of any action taken. The request shall be reviewed by the Board of Trustees at their next regularly scheduled meeting. The appealing party shall have the right to appear at such meeting.

Patrons May Not:

- Use the internet inappropriately or for an unlawful purpose including, but not limited to displaying, printing, transmitting or distributing threatening material; expressions of bigotry, racism, hate and cyber-bullying; obscene or sexually explicit material; material protected by trade secret.
- Misrepresent themselves as another user.
- Attempt to modify or gain access to files, passwords or data belonging to others.
- Seek unauthorized access to any computer system
- Damage or alter public computer software and/or hardware components, including changing settings of Library computers.
- Interfere with the use of the Library's Internet access by others.
- Operate a server of any kind for the purpose of uploading data to the Internet or other Internet users' computers.

In no event will the Library have any liability for lost profits; for any direct or indirect special, punitive, or consequential damages; or any liability to a third party. Users assume all associated risks and agree to hold harmless the Library for any personal information that is compromised, or any damage caused to users' hardware or software due to electric surges, security issues, viruses, or hacking.

Adopted: June 2019