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

**Shelter Island Public Library
Board of Trustees Meeting
May 11, 2020
Minutes of the Meeting**

Dave Roggie called the meeting to order at 7:07pm via online GoToMeeting format.
Meeting recorded.

Board Members Present: Dave Roggie, Linda Kraus, Bill Martens, Judy HoleSurratt, Mary Faith Westervelt, Julia Brennan, Tom Hashagen, Jody Geist, JoAnn Robotti, Phyllis Gates, Don Regan.

Excused: Barbara Groves

Also attending: Terry Lucas

Dave welcomed new board member Don Regan who will be an addition to the Finance and Investment committee and the Facilities and Technology committee.

Secretary's Report: Julia Brennan made a motion to approve the minutes of April 13, 2020 that were previously prepared and emailed to all in advance. Seconded by Jo-Ann Robotti. Passed unanimously.

Public Expression: None

Correspondence: An email of thanks from Jeff Baron to the library was read by Terry to the Board.

Treasurer's Report:

Bill Martens delivered the Treasurer's Report. The previously distributed warrant report was reviewed and a few items explained. The profit and loss statements were presented, reviewed and a few items explained.

Bill reported we are looking into upgrading the filter on the air conditioning system, the use of ultra light to mitigate transmission issues and other changes that may need to be made before we reopen the library.

Bill reported that the Finance Committee will be meeting with Terry to discuss the 2021 budget. He also plans on adding another column to the P&L on the forecast showing the proposed budget adjustments for 2020.

The Patterson Investment Fund is down about 8%.

Jody Geist moved to accept the Warrant Report and Profit and Loss Statement as reported. Don Regan seconded. All in favor.

Friends of the Library: A written report from the Friends previously distributed was reviewed by Terry.

Planning Committee: Julia Brennan reported we are currently “paused” on the feasibility study. The company will also be happy to provide support on new guidelines due to COVID-19.

Directors Report: The previously distributed report was reviewed by Terry Lucas and a few items explained. No in-person programming is being planned. We will be sending out postcards to the community to remind them of the many resources the library offers. Terry will be attending a meeting with the executive directors of Mashomack Preserve, Sylvester Manor Educational Farm, Shelter Island Historical Society, Perlman Music Program and Quinipet Camp and Retreat Center.

Julia Brennan raised the issue of filming children for broadcast on Channel 22. Terry reported she seeks permission from the parents prior to filming and the recording are not put on YouTube or social media.

Also discussed was the feasibility of documentation of the many tasks the staff has completed while working from home. Terry will remind the staff to keep complete records.

New Business:

Virtual Fundraising was discussed. There was some concern about asking for money during this time. Jo-Ann Robotti clarified that Town taxes do not cover our operating cost and fundraising is necessary to meet the budget.

Jo-Ann Robotti also stressed the importance of the public being made aware the annual appeal goes to operating expenses not covered by taxes.

Tom Hashagen raised the issue of advertising the benefit of making seniors aware of tax incentives that are available with a donation to the library from retirement accounts.

Adjournment:

Bill Martens moved to adjourn. Julia Brennan seconded. Passed unanimously.

Meeting adjourned 7:49pm

Respectfully submitted,

Linda Kraus
Secretary