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

**Shelter Island Public Library
Board of Trustees Meeting
December 14, 2020
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:02pm. Zoom meeting format.
Meeting recorded.

Board Members Present:

Dave Roggie, Linda Kraus, Bill Martens, Judy Hole Suratt, Mary-Faith Westervelt, Julia Brennan, Tom Hashagen, Jody Geist, Jo-Ann Robotti, Barbara Groves, Phyllis Gates, Don Regan

Also Attending:

Terry Lucas

Secretary's Report:

Tom Hashagen made a motion to approve the minutes of the November 9, 2020 meeting. Seconded by Judy Hole Suratt. Unanimously approved.

Public Expression:

None

Correspondence:

None

Treasurer's Report:

Don Regan delivered the Treasurer's report. The previously distributed warrant report and profit and loss statements were reviewed and a few items explained. The fuel cost was low as the library was closed for some time and the weather has been warm. The new shed has been purchased and should arrive soon. An underlayment of stone is advised and would aid in keeping the items in the shed

dry. The old shed will be given to the senior center who will refurbish it for their use.

The Profit and Loss shows that expenditures are under budget. The Leadership Circle contributions have been substantially larger than previous years. Staff expenses continue to be the largest number. Discussion occurred regarding web site maintenance in regard to ADA compliance. Bill Martens inquired if information on the ADA requirements for the library could be forwarded to each board member for review. Terry said she would see about getting the information to the board. Jo-Ann discussed asking Jeremy to discuss the technology issues at the library. Possible date at the next meeting.

Bill Martens moved to accept the warrants and the profit and loss statements as presented. Seconded by Jody Geist. Passed unanimously.

Bill Martens reviewed the Quarterly Investment Portfolio. The previously distributed meeting summary was reviewed and a few items clarified. The overall portfolio return for 2020 has been solid and there is optimism for 2021. The final disposition of the Patterson fund may occur close to the end of the year.

Committee Reports

Friends of the Library:

Terry Lucas reported for the Friends that the virtual Turkey Plunge collected a little over \$5000. The Brooks endowment distribution to the library was \$8,000 this year.

Director's Report:

Terry Lucas reviewed the previously prepared and distributed report highlighting a few items. Nell Cava, the new front desk person, is recording a series of "How to" videos for our patrons.

The COVID- 19 Microcluster plan previously distributed was discussed. The Micro Cluster plan is in addition to the library reopening plan that was previously approved.

Phyllis Gates made a motion to accept the COVID-19 Microcluster Plan. Julia Brennan seconded. Unanimously approved.

New Business:

Discussion occurred on the SCLS 2021 Budget. Electronic resources have driven up the cost of SCLS services. Tom Hashagen made a motion to approve the SCLS 2021 Budget. Julia Brennan seconded. Unanimously approved.

Discussion occurred regarding the purchase of a large screen TV. Terry said the school could come in small groups, less than 10, with a teacher to use. Steve Dickerson and Jeremy will do the installation. Don Regan moved to spend a maximum of \$2000 on the purchase of a large screen TV and sound bar for the library. Jody Geist seconded. Unanimously approved.

Jo-Ann Robotti asked the trustees to review the Strategic Plan, especially page 38 section 7, with thoughts of Goals and Objectives for 2021. Discussion will occur at the January meeting.

Old Business:

Tom Hashagen brought up for discussion the continued problem with the operation of the front door of the library. Terry reported she has been in contact with Patriot Mobility, the company that installed the door. They reported a problem obtaining the part but will repair the door as soon as the part arrives. All agree the door has been a continuing issue but to replace now would not be feasible. Julia Brennan suggested we keep a list of changes that need to be made when we go forward with new construction.

Jo-Ann Robotti expressed thanks to Phyllis Gates and Judy Hole Suratt for their contributions to the articles for the Friday Night Dialogues.

Jo-Ann Robotti expressed thanks to Barbara Groves and Mary Faith Westervelt for their work in interviewing new candidates for the Board of Trustees.

Meeting adjourned into executive session at 7:54pm. Recording paused.

Judy Hole Suratt left the meeting at 8pm.

Returned to a public meeting at 8:10pm. Recording resumed.

On Tom Hashagen's motion and seconded by Bill Martens, the board unanimously approved a bonus pool for the staff, to be divided by Terry based on hours worked. A motion to approve a bonus for the director was made by Jody Geist and seconded by Tom Hashagen. This was approved unanimously as well. The board noted that these bonuses were awarded in recognition of the outstanding work done this year and in lieu of any salary increases for 2021.

Jody Geist moved to adjourn the meeting. Seconded by Tom Hashagen. Unanimously passed.

Meeting adjourned at 8:11pm.

Respectfully submitted.

Linda Kraus
Secretary