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

**Shelter Island Public Library Society  
Board of Trustees Meeting  
August 9, 2021  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:02pm. Zoom meeting format (director) and in person.

**Board Members Present:**

Linda Kraus, Tom Hashagen, Jo-Ann Robotti, Susan Binder, Don Dunning, Henry Fayne, Bonnie Berman Stockwell, Karyn Ginsberg Greenwald.

**Excused:** Jody Geist, Don Regan, Phyllis Gates

**Also Attending:**

Terry Lucas via Zoom

**Secretary's Report:**

Tom Hashagen motioned to approve the minutes from July 12, 2021 with some minor changes. Seconded by Susan Binder. All in favor. Motion carried.

**Correspondence:** None

**Public Expression:** None

**Treasurer's Report:**

Jo-Ann Robotti delivered the Treasurer's Report. The Warrant Report and Profit and Loss Statements were reviewed and a few items explained. Tom Hashagen questioned the library's portfolio with UBS in this current economy with thoughts of management in the future. Henry Fayne felt the portfolio had no significant changes. Much of the portfolio is in equity with high dividend yields.

Jo-Ann Robotti stated mailings to patrons for the library's Annual Appeal will go to the boxholder with the thought of accessing new Shelter Island residents. Leadership letters will remain personalized.

Terry reported that after discussion with the vendor for the current printer, purchase of a new printer at this time is not needed. The vendor instructed staff how patrons can print from their phones by downloading an application.

Tom Hashagen requested annual expenses be highlighted or made bold for easier viewing.

Tom Hashagen motioned to approve the Warrant Report and Profit and Loss Statements. Seconded by Henry Fayne. All in favor. Motion carried.

**Committee Reports (material not covered in board packet):**

**Friends of the Library:** No additional discussion

**Special Events:**

Linda Kraus reported the tennis tournament is being well received and thanked Bonnie Berman Stockwell for the great article she had submitted to the Shelter Island Reporter. The tournament is scheduled for Saturday August 21, 2021 at 8am.

Terry Lucas has been in touch with Jody Geist who reported the Book and Author Webinar will be held on Wednesday 9/29/2021 at 1pm. Willie Geist will interview Ina Garten. The ticket cost was discussed with a price of \$35 per ticket decided upon. Susan Binder suggested recording the webinar and making it available to those who were unable to tune in live. A cost for that ticket was discussed with a price of \$20 per ticket decided upon. However, this opportunity to view the webinar will be announced after the live feed of the event.

**Planning Committee:**

Terry stated the Planning Committee continues to work with community members and will work to give a report to the board.

**Communication Committee:**

Terry stated Phyllis Gates reported the committee continues to work on passing on information regarding Library events and programs to the community.

**Facilities Committee:**

Don Dunning reported regarding his research on the purchase of a new phone system. After discussion with Optimum, a system upgrade with them would cost over \$4,000 per year. Jeremy recommended a system the Shelter Island School uses. The upgrade to this system would cost around \$2,500. A third system used by larger libraries with many upgrades could cost about \$7,000. Discussion occurred regarding the particulars of these systems. It was decided to table the purchase of any system until further explanation of the different systems could be reviewed.

**New Business:**

Henry Fayne motioned to approve the previously distributed and reviewed **Airborne Infectious Disease Exposure Plan**. Seconded by Karyn Ginsberg Greenwald. Unanimously approved.

Discussion occurred regarding filing the board vacancies. Names of potential candidates were discussed.

Terry Lucas discussed with the Board the mask and vaccine requirements especially with the rise of the Delta variant. Terry has been in contact with Supervisor Siller and School Superintendent Doelger. Terry stated the library staff has all agreed to wear their masks while at work in the library. Discussion occurred regarding creating a policy mandating vaccination of all staff members.

Karyn Ginsberg Greenwald motioned that all staff members must either present proof of vaccination or present a negative weekly test to the library director in order to continue to work at the library. Seconded by Henry Fayne. Unanimously approved.

**Old Business:**

Jo-Ann Robotti stated that next month's meeting will include discussion on upgrading the phone system, board vacancies, the Library's Long Range Plan, the Special Report, and the Annual Appeal.

Tom Hashagen motioned to adjourn the meeting. Seconded by Susan Binder. All in favor. Motion carried.

**Meeting adjourned at 8:06pm.**

Respectfully submitted,

Linda Kraus  
Secretary