

**D R A F T**

**Shelter Island Pubic Library Society**

**Board of Trustees Meeting**

**February 7, 2022**

**Minutes of the Meeting**

Vice President Jody Geist called the meeting to order at 7 p.m. The meeting was held in person and in Zoom format.

**Board Members Present**

Jo-Ann Robotti, Don Dunning, Don Regan, Henry Fayne, Jody Geist, Karyn Greenwald, Susan Binder, and Archer Brown in person. Linda Kraus, Bonnie Berman Stockwell, Phyllis Gates and Marie Bishko via Zoon.

Excused: Tom Hashagen

Also Present (in person)

Library Director Terry Lucas

**Secretary's Report**

The minutes of the January 10 meeting of the trustees were approved on motion by Henry Fayne, seconded by Karyn Greenwald.

**Presentation by BHC Architects (via Zoom)**

Architect Chris Sepp reviewed in detail the latest BHC plans which had been previously distributed to the trustees.

Follow his presentation, a few questions were raised and answered – did there need to be additional egress on the lower level, add doors to the Children's Room to reduce the noise level, etc.

The suggestion was made that at some point in the process a model rendering of the final plan should be made available by BHC; Mr. Sepp agreed.

Mr. Sepp was thanked for his presentation, the thoroughness of BHC's work and the architects' attention to the library's concerns.

### **Public Expression**

None

### **Correspondence**

Ms. Lucas read a message from Assistant Director Laura Dickerson thanking trustees for their expressions of sympathy and support following the death of her husband.

### **Treasurer's Report**

Treasurer Don Regan reviewed the Warrant Report and the Income Statement for January 2022. He referred to a few items that had been clarified by Ms. Lucas and noted that the Income Statement comparisons of budget vs. actual were for only one month since the fiscal year started in January.

### **Committee Reports**

Friends of the Library: Ms. Lucas announced that the next meeting of the Friends will be held on February 11; no fundraising events are being planned at this time.

Director's Report: Ms. Lucas added to her written reports that she and her staff were currently working on the annual audit and N.Y. State reports.

Facilities & Technology: Don Dunning reported that a new hot water heater had been installed since the previous meeting.

Planning Committee: Chair Karyn Greenwald reported on the first meeting of the renovation Planning Committee, which was held on January 29. The meeting included trustees as well as members of the community. She covered a number of topics, among them: 1) A list of outreach groups and organizations in the community was being drawn up for "listening sessions" and she welcomed suggestions; 2) Ms. Lucas was developing talking points to explain the expansion proposal; 3) Social media will be a part of the outreach; and 4) A capital campaign committee will be established.

Reasons for the failure of the 2008 renovation bond was also on the Committee's agenda. Ms. Lucas said there was a file in her office of all the correspondence related to that earlier effort and trustees were welcome to access it at any time. She also provided some statistics showing how dramatically the library's services have increased since that time.

Ms. Greenwald concluded her report by asking the board to approve moving forward on plans for renovation.

On motion by Don Dunning, seconded by Susan Binder, the board voted unanimously to move forward on exploring the expansion of the library.

### **New Business**

Transfer of Patterson Funds: Ms. Lucas distributed a report showing a breakdown of the 2021 distribution to children's and young adult programs, including salaries and materials in the amount of \$101,698. There are sufficient funds in the Chase account to cover these expenditures. The board unanimously voted to move the \$101,000 from the Chase into the operating account.

Review of Committee Assignments: Jo-Ann Robotti referred the trustees to a revised list of Standing Committee board assignments, including chairs. She noted that only the Communications Committee had a written outline of its responsibilities and urged the other Standing Committees to draft their charges/responsibilities within the next month or so.

### **Other Business**

Ms. Lucas asked those trustees who had yet not signed the confidentiality/conflict of interest statements for 2022 to do so as it was a requirement of the upcoming audit.

### **Adjournment**

On motion by Susan Binder, the meeting was unanimously adjourned at 8:42 p.m.

Submitted by Archer Brown, secretary pro tem