



37 North Ferry Road
PO Box 2016
Shelter Island, NY 11964
631-749-0042

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

**Shelter Island Public Library Society
Board of Trustees Meeting
August 21, 2023
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 6:01pm.

Members Present:

Linda Kraus, Susan Binder, Bonnie Berman Stockwell, Henry Fayne, Don Dunning, Jo-Ann Robotti, Don Regan, Karyn Greenwald, Archer Brown, Tom Hashagen (partial), Marianne Carey, Jody Geist

Also Attending: Terry Lucas

Secretary's Report:

Susan Binder made a motion to approve the minutes of the July 17, 2023 meeting. Seconded by Henry Fayne. Unanimously passed.

Public Expression:

None

Correspondence:

None

Treasurer's Report:

Don Regan delivered the Treasurer's Report. The previously distributed Warrant Report and Budget vs Actual Statements were reviewed and a few items explained. Don stated the budget is being met in most areas. The Building repairs and maintenance are slightly higher due to some necessary plumbing repairs. Tom Hashagen moved to accept the Treasurer's Report. Seconded by Karyn Greenwald. All in favor. Unanimously passed.

Don Regan stated he checked on the collateralization of all the library's funds held in Dime Bank, Chase Bank, and UBS. Dime bank offered both collateralization and the best return, so some of the money in the Chase savings account was moved from to Dime Bank. UBS Funds were in good standing and fully collateralized.

Committee Reports (material not covered in board packet):

Director's report:

Terry Lucas presented modified plans to all board members and encouraged them to review and make changes to be considered. Please return to her by August 31, 2023.

Special Events:

Jody Geist reported the Book and Author Luncheon is scheduled for 12:30 pm September 10, 2023 at the Rams Head Inn. Sam and Bob Lypsyte will be the guest authors. The cost is \$92 online via Eventbrite, \$85 in person. Marianne Carey will be looking into a platform for nonprofits to lessen the fee to purchase an online ticket.

Linda Kraus reported the Tennis Tournament was a success with many sponsors for the t-shirts and a youth team. 14 teams participated in the event. Special thanks to Terry Lucas, Don Dunning, Bonnie Berman Stockwell, and Chuck Kraus for their invaluable help in making the tournament a success. A report on the amount raised will be given at the next meeting.

Facilities:

Don Dunning reported he made repairs on the staff room door and the automatic front door mechanism will be installed on Wednesday.

Finance and Investments:

Don Regan gave an update on the Library's finances. Some points include:

1. 66% of the UBS fund are in Equity the rest are in fixed income.
2. Dividends are higher than expected as more funds are in fixed income and issue dividends and interest payments.

Fundraising Committee:

Susan Binder and Marianne Carey reported they are working with Darrin Binder to come up with a list of potential donors.

Discussion continued regarding working on a presentation on how to ask for funds.

Jo-Ann suggested dividing the fundraising effort into three categories:

1. The Big Ask- Potential large donors
2. Fundraising events.
3. Grassroots

The Annual Appeal is fast approaching. It was suggested to ask for the renovation pledges after the Annual Appeal is mailed.

New Business:

The following policies after having been presented to the board members in their packets were discussed. A few minor changes occurred.

Records Retention Policy- Henry Fayne made a motion to accept the revised Records Retention Policy. Seconded by Bonnie Berman Stockwell. All in favor. Unanimously passed.

Conditions of Employment Policy- Henry Fayne's modifications to the policy were discussed. Archer Brown made a motion to accept the revised Condition of Employment Policy. Seconded by Susan Binder. All in favor. Unanimously passed.

Removal of Committee Charges, Investment Policy and Employment Policy from Policy Manual-

Jody Geist moved to remove the Committee Charges, Investment Policy and the Employment Policies from the Policy Manual and have the Committee Charges added to the Bylaw and the Employment Policies and the Investment Policies stand alone. Seconded by Marianne Carey. All in favor. Unanimously passed.

Adjournment into executive session at 6:51 pm.

Return to the public meeting at 6:55 pm.

2024 Compensation:

Jo-Ann Robotti moved to adopt the HR committee's recommendation for the Library Director's Salary and the staff salaries. Seconded by Don Regan. All in favor. Unanimously passed.

Jody Geist made a motion to adjourn the meeting.

Meeting adjourned at 6:57 pm.

Respectfully submitted:

Linda Kraus Secretary