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

**Shelter Island Public Library Society
Board of Trustees Meeting
September 18, 2023
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 5:04pm.

Members Present:

Linda Kraus, Susan Binder, Bonnie Berman Stockwell, Henry Fayne, Don Dunning, Jo-Ann Robotti, Don Regan, Karyn Greenwald, Archer Brown, Jody Geist, Phyllis Gates.

Excused: Marianne Carey, Tom Hashagen

Also Attending: Terry Lucas, and Noah Nadelson- Munistat Representative

Terry Lucas introduced the board to Noah Nadelson. Mr. Nadelson represents Munistat Financial Advisory services. Munistat's mission is to find the most cost effective way of financing the library's building expansion project. Mr. Nadelson presented the board with a written comparison of 6 financial plans along with his takeaway of the proposals, estimated cost of insurance, estimated annual fees, and estimated timeline for the issuance of the bonds.

The board discussed the above and narrowed the choices down to two lenders. Henry Fayne made a motion which was seconded by Jody Geist and after discussion, the Board voted to hire Raymond James as the conduit for financing through DASNY. Unanimously passed. Noah Nadelson left the meeting at 5:53pm.

Secretary's Report:

Henry Fayne made a motion to approve the minutes of the August 21, 2023 meeting. Seconded by Bonnie Berman Stockwell. 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 Regan suggested investigating obtaining grants for the renovation project.

Terry Lucas explained grants for brick and mortar projects are rare. Grants are more often available for specific programs or projects. Such grants often require follow up and extensive staff time and effort. That being said, obtaining grants will remain an ongoing effort.

Terry Lucas reviewed the increasing expense of Live-brary Downloads. The usage by Shelter Island patrons of Live-brary continues to increase. Our library is one of the 54 libraries who will be addressing the increased cost of 8% to 18% next year.

Karyn Greenberg moved to accept the Warrant Report and Budget vs Actual Statements. Seconded by Jody Geist. All in favor. Unanimously passed.

Committee Reports: (Material not covered in board packet)**Director's Report:**

Terry Lucas reported Kimberly Atkins has left her position. Terry has hired two part-time people to fill the vacancy. Terry presented their qualifications to the board.

Bonnie Berman Stockwell moved to approve the hiring of Dana Hallman and Heidi Neurauter. Seconded by Phyllis Gates. All in favor. Unanimously passed.

Special Events:

Jody Geist reported that the Book and Author Luncheon was a success with 55 persons attending. The library took in \$1597 after expenses. Jody suggested changing the date of the event to June.

Linda Kraus reported the Tennis Tournament was a success with a total of 14 teams participating. The total profit was \$7030.98.

Facilities Committee:

Don Dunning worked on repairing the front door but it continues to have problems. Don recommended considering changing the door to one similar to the door at town hall.

This new door might be installed before the renovation project begins. Terry stated she would discuss the change with the project manager and get a cost of the change.

Fundraising Committee:

Susan Binder reported the committee continues to discuss potential donors.

New Business: (Policies were distributed in the board packet)**Notary Policy -**

Henry Fayne moved to approve the Notary Policy. Seconded by Karyn Greenwald. All in favor. Unanimously passed.

Annual Audit Policy-

Bonnie Berman Stockwell made a motion to approve the Annual Audit Policy. Seconded by Don Regan. All in favor. Unanimously passed.

Days Closed 2024-

Jody Geist moved to approve the days off. Seconded by Susan Binder. The days off schedule follows the Federal holiday schedule. All in favor. Unanimously passed.

Collection Development Policy-

Action on this policy was tabled. Terry will revise and present at next month's meeting

Open Board Position-

Bonnie Berman Stockwell reported she will be leaving for California for 6 months of the year and will not be able to consistently fulfill her responsibilities as a board member. She therefore will be resigning her board position. Bonnie expressed her desire to continue to help the library. The board discussed potential candidates for the open position.

Old Business:

Terry explained the ongoing meetings with the architects to fine tune the plan. Terry will ask the architects if they are ready to present the changed plans at the next Board meeting. Terry reported a possible breaking of ground in August 2024. A rough timeline can be made once the plans are finalized and can go out to bid.

Strategic Plan:

Terry reported the strategic plan needs to be updated by January 1, 2024. Bonnie and Phyllis have been working on checking to see what other libraries have done. Our plan would also have to take into consideration the building renovation.

Adjournment:

Phyllis Gates moved to adjourn. Seconded by Don Regan. All in favor.

Meeting adjourned at 6:55pm.

Respectfully submitted, Linda Kraus, Secretary