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

**Shelter Island Public Library Society
Board of Trustees Meeting
November 20, 2023
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 5:05pm.

Members Present:

Linda Kraus, Susan Binder, Henry Fayne, Jo-Ann Robotti, Don Dunning, Jody Geist, Tom Hashagen, Don Regan, Tim Sheehan

Excused: Archer Brown, Karyn Greenwald, Phyllis Gates

Also Attending: Terry Lucas

Secretary's Report:

Henry Fayne made a motion to approve the minutes of the October 16, 2023 meeting. Seconded by Susan Binder. Unanimously passed.

Public Expression:

None

Correspondence:

Terry Lucas reported receipt of a \$500 donation to the library from Lucy Brown with gratitude to the Bereavement Group hosted by Bonnie Berman Stockwell and Nancy Green.

Terry read a note from Karyn Greenburg with thanks for the food and sympathy given in recognition of her recent loss.

Jo-Ann read the letter of resignation from the library board from Bonnie Berman Stockwell.

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. Tom Hashagen moved to accept the Treasurer's Report. Seconded by Susan Binder. Unanimously passed.

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

Terry Lucas reported that there is no written report from the Friends but in a verbal report Terry made the board aware of the following Friend's activities:

1. The Turkey Plunge fundraiser will be held again at Crescent Beach on Saturday November 25, 2023.
2. The Friends have donated a hydroponic garden to be set up in the library.
3. The Friends will be purchasing a mug press for library patron use.
4. The Friends approved almost \$6,000 in donations to the library.
5. Mary Ellen McGayhey has resigned as the Chairperson of the Friends. Presently the Friends are working together while seeking a new chairperson.

Terry expressed her appreciation for the board's support in sponsoring the trip to the NYLA conference attended by herself, Sara, and Jessica. Many good ideas were obtained.

Hoopla is a new app available to patrons providing eBooks, audio books, movies, tv shows, and music. Patrons are able to check out 7 items a month with their library card. This app has been paid for by the Friends of the Library.

Facilities Committee:

Don Dunning reported after much research with many different plumbers, it has been determined that it is not worth putting any more money into the toilet in the upstairs bathroom. The problem will be resolved when the renovation of the upstairs is completed. This toilet works intermittently and staff is aware. The toilet in the downstairs bathroom is fully functioning.

Fundraising Committee:

Susan Binder reported she and Marianne Carey are working on a heavy duty tri-fold brochure with information on the renovation and donation naming opportunities.

Jo-Ann Robotti reported she has been meeting with patrons that are supportive of the renovation and in a position to make a substantial gift.

New Business:

Patterson Account - Equity Position

Don Regan reported that \$300,000 from the Patterson Account was moved into Treasury Bills. Since January 2023, the account has increased substantially. Don reported UBS has been doing a good job in keeping us informed in regard to the market.

Policy - Equal Employment Opportunity Policy

Henry Fayne reported working with Terry on the above policy. Policy models from the other libraries were helpful. Don Dunning made a motion to accept the presented policy. Seconded by Susan Binder. All in favor. Unanimously approved.

SCLS 2024 Budget

Terry reported there was a minimal increase over the 2023/2024 budget. Henry Fayne moved to approve the 2024 SCLS budget. Seconded by Tim Sheehan. All in favor. Unanimously approved.

Old Business:

Terry Lucas reported the expansion project is moving along well.

- The interior plan is coming along nicely.
- The discussions of the HVAC system and recommendation in the use of a Heat Pump continues. Park East is working on the cost of the Heat Pump which was not in the original budget.
- Asbestos testing to be done soon.
- Discussion continues on the outside design including placement of EV chargers.
- Discussion of the installation of a generator occurred. The current budget does not include a generator. Terry will ask BHC to price out the cost of a generator.
- DASNY closing is estimated to be in the Spring of 2024.
- Judith at the Shelter Island Assessor's office advised that we need to complete paperwork to merge the two library lots which are both held in the name of the library.
- Tom Hashagen suggested investigating the cost of including an installation of a weather station in the cupola. This could be used in conjunction with the Shelter Island School science classes.
- The installation of solar panels and a sundial is all being investigated.

Strategic Plan Update

Bonnie Berman Stockwell updated the mandated Strategic Plan before her resignation and move to California. This long range plan will be posted on the library's web site. Henry Fayne suggested designing an abbreviated version to use as a marketing tool.

Jody Geist moved to approve the updated Strategic Plan. Seconded by Tom Hashagen. All in favor. Unanimously passed.

2024 Board Meeting Schedule - revised

All agreed to the revised meeting schedule.

Front Door

Don Dunning reported on the quotes he received for the installation of the new front doors. He received two price quotes. The work that needs to be done on the doors includes both the outside front door and the inner door. The work needed on the inner door is much more extensive. Don and Tim discussed doing the outside front door first and delaying doing any work on the interior door. Don Dunning moved to replace the outside front door. The cost should not exceed \$20,000. Seconded by Tim Sheehan. All in favor. Unanimously approved.

Staff Bonus:

Jo-Ann Robotti explained the staff bonus program. This year the staff have been amazing ambassadors to the public in the presentation of the renovation project. In the past the Library Director has divided the allotted bonus money to the staff based on hours worked. Tom Hashagen moved to approve a pool of money for the staff bonuses for the year 2023. Seconded by Don Regan. Unanimously approved.

Appreciation Party:

Discussion occurred about holding an appreciation party for the library staff, Trustees and Friends of the Library members. A catered cocktail party on January 20, 2024 was supported. Further information will be given at the December board meeting.

Henry Fayne moved to go into Executive Session. Seconded by Susan Binder. All in favor. Terry Lucas left the meeting at 6:19pm. Meeting adjourned to Executive Session at 6:20 pm. Returned to a public meeting at 6:28pm.

Henry Fayne moved to approve the personnel plan discussed in the executive session. Seconded by Susan Binder. All in favor. Unanimously approved.

Henry Fayne made a motion to adjourn.

Meeting adjourned at 6:29pm.

Respectfully submitted,
Linda Kraus, Secretary