

DRAFT



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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 12, 2016**

MINUTES OF MEETING

Board members present: Jo-Ann Robotti, Don Dunning, Bill Martens, Dave Roggie, Mary Faith Westervelt, Paul Mobius, Peter Ferrar, Phyllis Gates, Jody Geist, Cori Cass, Tom Hashagen, Mike Bebon

Board members excused: Charlie Weiner

Also attending: Terry Lucas, Library Director

President Jo-An Robotti called the meeting to order at 7:01 pm

Secretary's Report:

The minutes of the July 18, 2016 meeting and the minutes for the August 8, 2016 meeting, prepared by the Secretary and distributed in advance, were approved unanimously.

Public Expression: No members of the public were in attendance.

Correspondence: There were two items of correspondence:

1. Letter from J. Black – The letter expressed concern regarding the treatment of one of her art pieces proposed for display in the community room. The concern was subsequently resolved through subsequent discussions between J. Black, the Library Director, and Board President.

2. Letter from O. Hand – The letter expressed her appreciation to the Library Director and staff for her experience as a Summer Intern at the Labrary.

Treasurer's Report

The previously distributed Warrant Report, the Income Statement, and the Income Statement–Capital Endowment reports were presented. A detailed analysis of the results was provided by the Treasurer indicating the spending range of the warrants was above the normal run rate, but included a \$1,750 charge to repair the water storage tank. It was noted that the Summer Program was very busy and likely accounted for the remainder of the elevated expenses. Book sale numbers were up for the summer and staff expenses are still running under budget. Printing costs appear unusually high and will be checked further.

Total expenses are slightly behind at 61.5% at 2/3 through the fiscal year. Overall, financial performance to date has been favorable.

The transfer of \$46.7k of G. Patterson funds to cover the Children's program expenses was unanimously approved.

Investment Report

There was no significant investment activity this month. The Board unanimously approved opening a brokerage account at Bridgehampton National Bank to facilitate receiving donations of equities.

The Treasurer's Report and Investment Report were approved unanimously.

Friends of the Shelter Island Library Report

With no one in attendance from Friends, their report was circulated. Friends provided support for three items including \$530.00 for the Adult Summer Reading Program, \$650.00 for Ancestry.com, and \$3,500.00 for a new flagpole and flag.

Facilities Committee Report

The front entry project is nearing completion. Brickwork is complete, the doors have been installed, and the roof drainage drywell is in place. An alternate vendor has been selected and contract placed for the railing system. The bladder in the potable water storage tank failed which required replacing the tank. This was done at a cost of \$1,750.00. Flanders Heating and Air Conditioning is performing Fall maintenance on the heating system, including cleaning and replacing filters. A leaking gasket in the boiler may need replacement.

A question was raised regarding the outdoor light fixture. The architect is looking into it.

Communications

The Special Report that is distributed each year prior to the Library vote was reviewed. It will be sent out soon.

A ribbon-cutting ceremony is being planned for the front entry project. The Shelter Island Building Department has approved it to proceed prior to installation of the new railing system, provided access to the ramp is blocked off.

The Truman Cocktail Party will be held at the Shelter Island Yacht Club on October 1st, Invitations will go out later this week.

Director's Report

A comprehensive report summarizing recent activities was provided in advance. The teak bench to be located on the new patio and dedicated to Howard Brandenstein was selected and will be ordered, along with an appropriate plaque. The calendar leading up to the 10-22-16 Library vote was distributed. There was only one applicant for the part-time Librarian position. The Director is considering modifying the policy on children spending excessive time at the Library. The Board approved moving the January meeting from Monday 1-9-17 to Tuesday 1-10-17.

Old Business

The Director requested Shelter Island Town to open the Youth Center from noon-5:00pm to alleviate some of the crowding and commotion in the Library. This has been done and has been very helpful.

The Annual Appeal has generated 84 donations in the first week.

New Business

The President reviewed the change in the membership of the Board. She and P. Mobius will be leaving the Board, having reached their term limits. Two other Board members – D. Dunning and M. Bebon terms are up, but have remaining time until their term limits are reached. Both agreed to serve another term.

The topic of the skillsets required for new Board members was discussed.

Adjournment

The public meeting was adjourned at 8:00pm in order for the Board to reconvene in Executive Session.

Reconvening

The public meeting was reconvened at 8:13 pm following the Executive Session.

The Director's proposal regarding moving a current staff member to full time status while the search for a part time Librarian continues, was unanimously approved by the Board. There was a question as to whether Library Specialists would be considered for the part-time position. The Director indicated they would.

In response to a question, the Director reported that the staff had a mixed reaction to wearing nametags. The nametags will be ordered.

A Pew Research Center report entitled "Libraries 2016" was briefly summarized and distributed.

Adjournment

There being no further business and no public expression, the Board voted unanimously to adjourn at 8:25 pm.

Submitted by: Michael J. Bebon, Secretary