



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  
October 17, 2016**

**MINUTES OF MEETING**

**Board members present:** Jo-Ann Robotti, Don Dunning, Bill Martens, Dave Roggie, Mary Faith Westervelt, Peter Farrar, Phyllis Gates, Mike Bebon

**Board members excused:** Paul Mobius, Charlie Weiner, Jody Geist, Cori Cass, and Tom Hashagen,

**Also attending:** Terry Lucas, Library Director, Donna Leotta, Library Bookkeeper

President Jo-An Robotti called the meeting to order at 7:04 pm

**Secretary's Report:**

The minutes of the September 12, 2016 meeting, prepared by the Secretary and distributed in advance, were approved unanimously.

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

**Correspondence:** A letter with a donation of \$500 for roof repair was received.

**Treasurer's Report**

Donna Leotta, the Library Bookkeeper was introduced and provided a briefing on the scope of bookkeeping services being provided. They include biweekly processing of timecards, payroll and NYS and IRS tax payments. All bills are processed and checks cut for payment weekly. Quarterly tax returns are prepared and filed. The checking account and credit card payments are monitored as are payments for medical insurance and pension contributions. The Bookkeeper also prepares all financial reports for the Board.

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 slightly above the normal run rate, but included a charge to repair an oil leak that was not covered by the maintenance contract and a large payment to SCLS that will be investigated. An increase in the PSEG-LI electric bill from the same period last year was also questioned and thought to be due to heavier air conditioning load. Adult programming is somewhat higher. The cost of insurance will be examined by the Board, and the Director will investigate Cybersecurity insurance coverage. About \$190K has been expended on the front entry construction project, including the \$50K grant from NYS. An adjustment will be made to the accounting for the gift of a flagpole from Friends which was a non-cash gift.

Total revenue is running ahead of budget. Staff expense is running below budget as are capital items. The Patterson fund transfer to cover the costs of children's and youth service accrued through June 30th of this year will be completed in October. Overall, financial performance to date has been favorable.

#### **Investment Report**

There were no new developments since the September meeting. The third quarter investment report will be provided in November or December.

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

#### **Friends of the Shelter Island Library Report**

Plans for the Turkey Plunge fundraiser are well underway. The Day Planner Rollout party was very successful. Friends provided \$850 for a bench and bulletin board for the front entry.

#### **Facilities Committee Report**

The front entry project is nearly complete. The project to resurface the parking lot is planned for next week. Cost was saved by scheduling it in conjunction with paving work for the Police and Fire Departments. A motion to proceed with the repaving project at \$20K or less was unanimously approved. Trees were trimmed at no cost by a Fred Hyatt of Peconic Plant Care. An "in kind" donation letter has been sent for tax purposes.

There is an issue with the new entry floor. The elevation of the entry floor does not align with the main building first floor elevation. The discrepancy is about 1.5" and was resolved by installing tile adjacent to the main floor at an excessive angle. This work will be redone at the contractor's expense to feather in the elevation change over 7 feet.

## **Communications**

A ribbon-cutting ceremony for the front entry is planned for October 29<sup>th</sup> at 1PM. The railings are expected to be installed immediately prior.

The Truman Cocktail Party, held at the Shelter Island Yacht Club on October 1<sup>st</sup>, was highly successful. About 40 people attended. Several volunteers and staff attended. The letter regarding the hat will be on display in the Library through November. Invitations will go out later this week.

A plan to hold an annual event to recognize the Leadership Circle members is being developed.

The annual Appreciation Party is currently scheduled for January 8<sup>th</sup>, but an alternate date is being considered to accommodate the Director's schedule. The Director will reach out to J. Geist for assistance with the event. All trustees will sign up at the November meeting to bring food or beverages; the plan for the party must be completed by the end of November.

## **Director's Report**

A new rule prohibiting computer use in the Children's area until 3:30PM has been instituted and is working well. Linda Knoernschild has been hired as a part-time Reference Librarian. The Great Decisions program continues to be very successful and attendance is increasing. Trustee training will be offered in Bellport on January 18<sup>th</sup>. A \$2K grant was received from Senator LaValle's office.

## **Nominating Committee**

A Notice will be placed in the Shelter Island Reporter announcing Board seats to be available and requesting applicants with experience in Facilities, Development, and Governance.

## **Old Business**

None

## **New Business**

A book published by a Library in Connecticut and used for their outreach and awareness program was circulated as an example of something we could consider.

## **Adjournment**

The public meeting was adjourned at 8:25pm.

Submitted by: Michael J. Bebon, Secretary