



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  
December 12, 2016**

***MINUTES OF MEETING***

**Board members present:** Jo-Ann Robotti, Don Dunning, Paul Mobius Bill Martens, Cori Cass, Dave Roggie, Peter Farrar, Charlie Weiner, Mary Faith Westervelt, Phyllis Gates, Tom Hashagen, and Mike Bebon

**Board members excused:** Jody Geist

**Also attending:** Terry Lucas, Library Director

President Jo-Ann Robotti called the meeting to order at 7:05 pm.

**Secretary's Report:**

The minutes of the November 14, 2016 meeting, prepared by the Secretary and distributed in advance, were approved unanimously.

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

**Correspondence:** None

**Treasurer's Report**

The previously distributed Warrant Report, the Income Statement, and the Income Statement–Capital Endowment reports were presented. All accounts are tracking well at or close to standard run rates. Several Warrant items were questioned and explained. The Director will check on a question regarding expenses associated with the budget vote. An item for computer acquisition will be moved to capital so depreciation can be properly charged. Staffing and Utilities continue to run below budget and are projected to end the year with a surplus. Utilities is currently at 55%, 92% into the fiscal year. Overall, financial performance to date has been

favorable. A yearend balance of about \$60K is anticipated. The Capital Income Statement includes a Patterson funds transfer of \$46,756.

The Treasurer's Report was approved unanimously.

### **Investment Report**

The Investment Committee held a telephone meeting on December 7<sup>th</sup>. The account manager for the Patterson account participated. The investment portfolio increased by 7.6% year to date which, while slightly lagging the S&P 500, is considered good for a conservative portfolio with a large cash balance. There was a discussion of how to manage the current cash balance. With uncertainty expected, the decision was made to maintain the current allocation and revisit next quarter.

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

With no one attending from Friends, the Director presented the report. The Turkey Plunge fundraiser was held the Saturday after Thanksgiving and raised \$15K. The craft fair raised \$317.00. The \$6,000 for books was received.

### **Facilities Committee Report**

Front Entry Project: The punchlist is mostly complete. The access ramp has been removed from the side entrance. The resolution of the Architect's liability for the elevation error was discussed. The Director will request a reduction of \$900 from the architect's invoice to offset the additional delay costs incurred by the Library.

A suggestion was made to consider monetary recognition for the staff who supported the Front Entry project either directly, working with contractor staff or by dealing with the conditions caused by the construction. The Director will propose a tiered approach to the Board for email approval so the awards can be distributed before the holidays.

General: A no-heat condition was repaired by Flanders at a cost of \$250.00. The main control, unit was replaced.

### **Nominating Committee**

The Chair discussed the candidates that had applied for open Board seats and distributed resumes. The Board discussed each candidate and returned the resumes to the Chair. The Director will assure that nominees are aware of the process to be followed at the January meeting.

## **Director's Report**

A full report was provided in advance. The Director presented highlights. Several staff are being trained to maintain the Library's website. A new employee will start on December 13<sup>th</sup> with a 15 hr/week schedule and will assist with several ongoing projects. The light over the rear door has been erratic and will be repaired or replaced. The Truman letter will be donated to the Truman Library. The accountant has advised that his fee will be increased due to expanded work scope. His engagement letter is expected shortly. The staff performed very well in the Director's absence.

The bookdrop location has generated some concerns from staff over the bookdrop leaking and books getting wet during transport. The bookdrop box will be repaired and sealed to prevent leakage. A possible relocation was also discussed. An alternate location adjacent to the lower level entry door will be evaluated.

The Shelter Island Town Engineer has offered for the Library to share in an energy audit that is being arranged on Town buildings. It will require execution of a Shared Services Agreement. The Director will review the agreement once provided by the Town and will brief the Board at the next meeting.

The SCLS budget was reviewed by the Board, discussed, and approved unanimously.

## **Appreciation Party**

The annual Appreciation Party to recognize Library volunteers and supporters is scheduled for 5-7PM on Sunday January 15, 2017. Board member assignments for party supplies and food were completed. Invitations are scheduled to go out December 13<sup>th</sup>.

## **Goals and Objectives**

Several Board members had provided feedback on a request for ideas on goals and objectives for FY17. Additional thoughts and ideas are requested. Development of a Five Year Plan will be discussed at future meetings.

## **Old Business**

None

## **New Business**

There was a brief discussion of fundraising efforts and the need for the Board to review our current practices at a future meeting. Donor confusion over the Library and Friends as two

separate entities was mentioned as a potential issue. The Director will check with colleagues at other libraries to determine how this is handled elsewhere and report back to the Board.

### **Adjournment**

The public meeting was adjourned at 8:36PM to enter Executive Session.

### **Public Meeting Resumed**

The public meeting was called back to order at 8:50PM. The Board unanimously approved the Director's recommended salary increases for staff. There being no further business to discuss, the public meeting was adjourned at 8:53PM.

### **Summary of Action Items from December 12, 2016 Board Meeting**

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>
Background on budget vote cost increase	Director	January Meeting
Proposal for staff award for construction assistance	Director	December 22nd
Brief Board nominees on January meeting	Director	Prior to January Meeting
Input on Five Year Plan goals and objectives	Board Members	January Meeting
Review Shared Services Agreement and report to Board	Director	January Meeting
Check with other libraries on Library/Friends fundraising communications and report to Board	Director	January Meeting

Submitted by: Michael J. Bebon, Secretary