



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
January 10, 2017**

MINUTES OF MEETING

Board members present: Jo-Ann Robotti, Bill Martens, Dave Roggie, Peter Farrar, Charlie Weiner, Mary Faith Westervelt, Cori Cass, and Mike Bebon

Board members excused: Don Dunning, Paul Mobius, Phyllis Gates, Tom Hashagen, Jody Geist

Also attending: Terry Lucas, Library Director

President Jo-Ann Robotti called the meeting to order at 7:02 pm.

Secretary's Report:

The minutes of the December 12, 2016 meeting, prepared by the Secretary and distributed in advance, were requested to be amended to reflect the Board's approval of \$2,000.00 to be used by the Director as payments to the staff for the outstanding work they did during the year to ensure smooth operations and accommodation of patrons while the construction of the Front Entry Addition project was ongoing. The minutes, with that addition, were approved unanimously.

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

Correspondence: A note was received from the Food Pantry expressing thanks for a donation. The Truman Library sent a letter expressing their appreciation for the Library providing the "Truman Letter" for their permanent collection.

Treasurer's Report

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented. Expenses this month were somewhat higher than usual since the month included three payroll periods. Several Warrant items were questioned and

explained. Staffing, as projected, was below budget (91.94%). It was noted that revenue from Zumba and Friday Night Dialogues was particularly strong. Program costs were up due to increased participation. Overall, financial performance for the year was favorable. The excess is \$65,925.53. A recommendation for transfer of these funds will be made at the next meeting. The Treasurer will also present results of a review of the insurance program at the next meeting.

The Treasurer's Report was approved unanimously.

Investment Report

There has been no change in the allocation of investment funds. The investment advisor will continue to monitor the market to identify opportunities to increase the allocation to equities.

Friends of the Shelter Island Library Report

With no one attending from Friends, the Director presented their report.

Facilities Committee Report

There was no Facilities Committee report provided.

Nominating Committee

The Board reviewed the slate of Board members. Proposed new Board members are: Julia Brennan and Quinn Karpeh. Current Board members proposed for another term (2017-2020) are: Mike Bebon, Don Dunning. The slate as proposed was unanimously approved. It was noted that after the annual meeting scheduled for Saturday January 14, 2017, the Board would meet to elect officers.

Director's Report

A full report was provided in advance. The engagement letter was received from the accountant. The revised fee of \$9,200.00 includes work in support of the required New York State Annual Report and the Patterson Fund audit. A plaster wall near the side entry needs repair. Paul Mobius will be building an expanded storage space for DVDs. A new employee, Jessica Montgomery has started and is doing very well; a great addition to the staff. Library staff members were very appreciative of the bonuses they received for their help during the construction project.

Appreciation Party

Final logistics for the party were discussed.

Goals and Objectives

Several Board members had provided feedback on the 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. The new President will be forming a Committee to finalize 2017 goals and objectives. Don Dunning, Mike Bebon and two others will be participating. Jo-Ann Robotti noted that the Board should update the Risk Management Plan in 2017.

Old Business

None

New Business

Jo-Ann Robotti provided some words of advice for the Board. They included: Ensure that the notices for recruitment of new Board members include identification of skillsets needed by the Board and to widely advertise opportunities to participate on the Board to the public. The nomination call needs to be widely advertised to ensure attracting the best people and to avoid any contested slate issues.

This meeting was the last for Jo-Ann Robotti as her term limit was reached. The Board members all expressed their appreciation to Jo-Ann for her excellent leadership of the Board and dedication to the Library and the Shelter Island community over her many years of service.

Adjournment

The public meeting was adjourned at 7:39PM

Summary of Action Items

Action	Responsibility	Target Date	Status
Actions from December 2016 Meeting			
Background on budget vote cost increase	Director	January Meeting	Open
Proposal for staff award for construction assistance	Director	December 22nd	Completed
Brief Board nominees on January meeting	Director	Prior to January Meeting	Completed
Input on Five Year Plan goals and objectives	Board Members	January Meeting	Completed
Review Shared Services Agreement and report to Board	Director	January Meeting	Open

Action	Responsibility	Target Date	Status
Actions from December 2016 Meeting (Continued)			
Check with other libraries on Library/Friends fundraising communications and report to Board	Director	January Meeting	Open
Actions from January 2017 Meeting			
Present information on Insurance program	Treasurer	February Meeting	
Decide on transfer of excess 2016 funds	Treasurer	February Meeting	
Form Strategic Planning Committee	President	TBD	

Submitted by: Michael J. Bebon, Secretary