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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 11, 2017**

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Bill Martens, Phyllis Gates, Mary-Faith Westervelt, Judy Hole Suratt, Tom Hashagen, Peter Farrar, Julia Brennan, Mike Bebon

Board members excused: Jody Geist, Charlie Weiner

Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:03pm.

Secretary's Report:

The minutes of the previous meeting, prepared and distributed in advance, were approved unanimously.

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

Correspondence:

Two notes of appreciation and a request to consider a schedule change for an event were received.

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement— Capital Endowment reports were presented. Several Warrant items were questioned and explained. Expenses were in the normal range. Payroll continued to be below budget while building maintenance continued to run slightly above. On the revenue side, Local Library Services Aid received was well in excess of budget and the Annual Appeal is doing well. Overall, financial performance year to date is favorable. The Treasurer's Report was approved unanimously.

Investment Report:

August was a sluggish month in the market, so essentially no change in portfolio performance. The cash balance is being maintained.

Friends of the Shelter Island Library Report

Friends did not meet since the last Board meeting. There was no change in status.

Strategic Planning Committee

Mike Bebon summarized the fifth meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. The Committee met with the Shelter Island School's IT person who outlined several areas that would need additional development and investment for the Library to keep pace with current and projected advances in technology. Among these are providing enhanced connectivity through moving to a fiberoptic connection (in about 2 years), increasing coordination and cooperation with the school's IT programs, and upgrading some of the Library's current database products. He stressed that access and content should be the focus vs specific devices, and recommended against a "traditional" Computer Lab in favor of a multi-media space with a mix of devices available.

Facilities Committee Report

Relocation of the non-fiction collection is proceeding and books that have been inactive for 4-5 years are being culled. Culled books are recycled. Three bids have been received on the minor construction associated with the project. One bid was very high. Of the two remaining bids in the competitive range, the Board voted unanimously to approve a motion to award the job to D. Bartilucci for \$11,321 based on comparable pricing to the other bidder and known good performance. The furniture price will be \$31,000. This is higher than the original estimate but is based on selecting a durable grade of furniture with a 20-year service life expectancy. Total project cost is \$53,221, with Friends supporting up to \$25,000. A motion to submit a grant application to New York State for the total cost of the project was unanimously approved. All furniture and shelving installed on the lower level will be moveable to accommodate large events.

Communications

The Annual (Special) Report is proceeding on schedule. Distributing it through an insert in the Reporter was suggested but it was noted that it had to be delivered to all P.O. boxholders on the island.

Director's Report

A full report was prepared and distributed in advance. Highlights were briefed by the Director including the outstanding attendance at recent program, a 77% rise in new cardholders, and an increase in Livebrary downloads by 27%. It was noted that Internet use was down significantly. A proposal was made to purchase software to automate program and event registration to improve plans and preparations. A motion to approve the purchase of approximately \$2,200, with an accompanying \$260 annual maintenance fee was unanimously approved. A waiver of C. Cass' conflict of interest statement was unanimously approved to allow his spouse to provide services to the Library under the condition that C. Cass will recuse himself from any related votes in the future. [Note: C. Cass was not in attendance at this meeting and did not participate in this vote]. Additional motions to approve a staff member attending a conference with \$1,200 expected cost, and to approve the schedule of "closed days" in 2018 were unanimously approved.

New Business

October 25th will be Staff Development Day. The Library will be closed a half day to enable this activity. The Board is seeking a member with communications expertise to replace a Board member whose term is expiring.

Adjournment

The meeting was adjourned at 8:13pm.

Respectfully submitted by: Michael J. Bebon, Secretary

ACTION ITEM LOG:

Action	Responsibility	Target Date
HR Policy Manual to be updated to reflect new policy on vacation usage.	HR Committee	TBD
Submit proposal on technology upgrades	Director	TBD
Explore potential improvements to LiveBrary program	Director	TBD
Review and comment on Annual(Special) Report	Board Members	Completed
Invite additional IT experts to September Strategic Planning Committee meeting	Director	Completed
Recruit new Board member with Communications expertise	Board members	TBD