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SHELTER ISLAND PUBLIC LIBRARY *Serving the Shelter Island Community Since 1865*

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
October 16, 2017**

MINUTES OF MEETING

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

Board members excused: Don Dunning, Phyllis Gates, Jody Geist,

Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:02pm.

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:

A note of appreciation from the University of Texas at Austin was received expressing their appreciation for donated manuscripts.

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 and will likely under-run this year, while conference and travel are running slightly above. Aid funding from Senator Ken LaValle was received. Overall financial performance year to date is favorable. The Treasurer's Report was approved unanimously.

Investment Report:

No Investment Report; Quarterly investment review will occur the end of this month and be reported at the November meeting.

Friends of the Shelter Island Library Report

Turkey Plunge scheduled for Saturday 11-25-17. Friends is encouraging advanced registration. Friends provided first installment of funding for the Children's Library relocation project.

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 a local IT person who is a member of the Senior Citizens' Foundation and is active with the Shelter Island Senior Center. He provided the Committee with a broad perspective on the needs of the senior community. He also suggested that the Library could increase its bandwidth in the short run and improve access by moving to multiple wireless access points.

Facilities Committee Report

Work on removing books and shelves near the kitchen continues in preparation for construction to begin. A motion to approve the construction contract with David Bartilucci for \$7,575 was approved unanimously.

Director's Report

A full report was prepared and distributed in advance. Highlights were briefed by the Director. There will be a Strategic Plan Workshop held at the Riverhead Library. It would be helpful for Strategic Planning Committee members to attend. A Staff Development Day is planned for October 25th. The Library will be closed until 1PM. T. Lucas attended a conference on Libraries in Education. She will distribute the materials. Several of the trends discussed in the Strategic Planning Committee were discussed.

New Business

The Annual Meeting was set for January 20, 2018. The Volunteer Appreciation Party was set for January 21st.

A Nominating Committee was established for the upcoming election of Board members. Mary-Faith Westervelt, Peter Farrar, and Dave Roggie (ex-officio) will serve on the Committee. Peter Farrar, Bill Martens, Dave Roggie, Mary-Faith Westervelt agreed to continue to serve as Trustees if reelected. It is

likely that Cori Cass will not be continuing. Specific skills will not be included in the advertising for potential new Board members.

T. Lucas will investigate options to replace the hot water heater in the first floor bathroom.

Adjournment

The meeting was adjourned at 7:56pm.

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
Recruit new Board member with Communications expertise	Board members	TBD
Distribute materials from Libraries in Education Conference	Director	10-31