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**SHELTER ISLAND PUBLIC LIBRARY** *Serving the Shelter Island Community Since 1885*

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
November 13, 2017**

***MINUTES OF MEETING***

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

**Board members excused:** Judy Hole Suratt, Jody Geist, Charlie Weiner

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

President Dave Roggie called the meeting to order at 7:05pm.

**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 a patron was received expressing their appreciation for Library programs that enhanced their summer experience.

**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. Program revenue is running above budget. Expenses were in the normal range. Payroll continued to be below budget and will likely under-run this year. Expenditures for children's books are being limited pending completion of the move to the lower level. Overall financial performance year to date is favorable. The Treasurer's Report was approved unanimously.

### **Investment Report:**

A report from the investment manager, UBS was provided in advance. The Investment Committee interacted with UBS on 10-31-17 to discuss the portfolio performance and strategy going forward. Due to the recent increases in equities, the portfolio will be rebalanced to restore the equity percentage to target levels and shift some cash to CDs. The next meeting with UBS will be in the first quarter of 2018.

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

The Turkey Plunge is scheduled for Saturday 11-25-17. Friends is encouraging advanced registration. The Christmas Craft Fair will occur in early December. Friends provided a second installment of funding for the Children's Library relocation project as well as income from an endowment for the purchase of books, and a grant to renew the subscription to Ancestry.com. The next Friends meeting will be December 8, 2017.

### **Strategic Planning Committee**

Mike Bebon summarized the sixth meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. The Committee discussed draft Goals and Objectives, the format of the Strategic Plan, and how to proceed with space planning. The goals were generally endorsed, and two additional goals recommended; one on financial stewardship and the other on sustain and continuously improving baseline operations and programs.

### **Facilities Committee Report**

The work on the lunch room has begun and walls are partially in place. As the culling of the collection reaching completion, the need for three additional book shelves was identified for an additional cost to the project of \$6,000. The space planning consultant has been providing excellent support to the project.

### **Nominating Committee**

The advertisement for open positions on the Board ran in the Shelter Island Reporter on 11-2-17. Response so far has been minimal. The committee will reach out to people who expressed interest last year.

### **Director's Report**

A full report was prepared and distributed in advance. Highlights were briefed by the Director. The Staff Development Day was a success. The "Why" statement exercise was particularly productive. Funds received through the Leadership Circle and Annual Appeal were above expectations. The Great Give Back campaign was also highly successful. Several staff members attended professional training courses related to their work.

### **New Business**

The President read a resignation letter from former Trustee Cori Cass. The annual Suffolk County Library Society (SCLS) budget, distributed in advance was discussed and unanimously approved. Several options were discussed for relocation of Maisey, the giraffe that has been part of the Children's Library for 25 years. The Board decided to accept the offer by the giraffe's donor to store it for future use. The Director proposed hiring a new IT Consultant under a consulting agreement and a new Gallery Curator. Both proposals were unanimously approved by the Board. Tom Hashagen volunteered to coordinate the annual Volunteer Appreciation Party.

### **Adjournment**

The meeting was adjourned at 8:14 to go into Executive Session.

### **Executive Session**

The Board met in Executive Session from 8:15 through 8:21 to discuss a personnel matter.

### **Resume Public Board Meeting**

The President reconvened the Public Meeting at 8:22. There being no further business to discuss, the meeting was adjourned at 8:23.

Respectfully submitted by: Michael J. Bebon, Secretary