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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
December 11, 2017**

MINUTES OF MEETING

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

Board members excused: None

Also attending: Terry Lucas, Library Director; Linda Kraus (Potential Board Member Candidate)

President Dave Roggie called the meeting to order at 7:00pm.

Secretary's Report:

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

Public Expression: No members of the public wished to address the Board.

Correspondence: No correspondence

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented. Several large Warrant items were broken down further and explained. Revenue from the Annual Appeal is running above budget. Gross revenue is also above the budget target. Expenses were in the normal range. Overall financial performance year to date is favorable and the Library will likely end the year with a surplus. The Treasurer's Report was approved unanimously.

Investment Report:

The portfolio has been rebalanced and is in the range of 60%/40% Equity/Fixed Income. Overall portfolio return is excellent. The next meeting with UBS will be in the first quarter of 2018.

Friends of the Shelter Island Library Report

The Director distributed the Friends Report. The Turkey plunge was very successful with 150 "Plungers" participating. The event raised \$11,000 (Net).

Strategic Planning Committee

Mike Bebon summarized the seventh meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. The Committee continued discussion of the draft Plan including the Goals and Objectives. The goals were generally endorsed. The committee discussed the goal of space changes to accommodate several of the other objectives. A draft space program was discussed. The key remaining section to be developed is the "Analysis" section. The plan is to develop that section before the end of December and distribute the draft Plan to the full Board before the end of December, 2017.

Facilities Committee Report

The work on the lunch room is almost complete and is in use by staff, who are appreciating the space. It is larger than envisioned by many and provides a comfortable lunch/break area. On December 22-23, the Library will close for the upstairs/downstairs move. The Director and Children's Librarian will oversee the move. Friends provided additional funding in support of the project.

Procedures are being developed to implement a lock-down in the event of an active shooter incident on the island. A consultant for a hardware vendor was requested to assist in evaluating necessary physical hardware changes. All doors can be locked down now with the use of an Allen key. The side door will need to be replaced and re-keyed. Keying all doors alike will be considered.

Nominating Committee

Peter, Bill, Mary-Faith and Dave have terms that are expiring, but have not yet reached their term limits and all have agreed to continue if re-elected. Phyllis has reached her term limit and must leave the Board. Two prospective candidates were discussed. The nominating committee recommended one to serve a full three-year term and the other to serve for the remainder of the term of another Board member who recently resigned.

Special Events

The annual Appreciation Party will be held on January 21st from 5-7PM. Tom Hashagen will contact Board members directly on their contributions. About 90 people are invited; the plan will be for refreshments for 50. A long-term volunteer will receive special recognition from the Director.

Director's Report

A full report was prepared and distributed in advance. Highlights were briefed by the Director. The Annual Appeal and the Leadership Circle contributions are both doing very well. Tayler Tybeart has been hired for 2-3 days per week to assist the Children's Librarian and other duties. A new IT consultant has been hired to ultimately replace the consultant currently providing this service. The Library was recognized for the first time as a Four Star Library in its budget category by the American Library Association.

New Business

All Board members were asked to submit their ideas for 2018 Goals and Objectives to Dave Roggie. It was noted that the final set should be consistent with the goals and objectives being developed by the Strategic Planning Committee. The newspaper campaign to find a home for Maisey the giraffe as suggested by several Board members will begin soon. Depending on timing and results, Charlie Wiener volunteered to store the giraffe until a permanent home can be found. Don Dunning agreed to assist with transporting it. Photos will be taken before the move.

Adjournment

The meeting was adjourned at 7:55 to go into Executive Session.

Executive Session

The Board met in Executive Session from 8:00 through 8:40 to discuss a personnel matter.

Resume Public Board Meeting

The President reconvened the Public Meeting at 8:41. The Board voted unanimously to approve the recommendations of the Human Resources Committee as modified in Executive Session. There being no further business to discuss, the meeting was adjourned at 8:42.

Respectfully submitted by: Michael J. Bebon, Secretary