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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
January 8, 2018**

MINUTES OF MEETING

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

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

Also attending: Laura Dickerson, Assistant Library Director

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:

- Letter from patron expressing appreciation for Library service and offering to make a donation
- Letter from staff expressing appreciation to Board for holiday bonuses

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented. It was noted that the total amount of the warrants for December were significantly higher than a typical month due to a 3 pay period months and holiday bonus payments. Several large Warrant items were broken down further and explained. One warrant to a service provider will be researched further.

Revenue from the Annual Appeal is above budget at yearend and staff costs closed the year under budget. Program expense was slightly over budget. Fiscal year 2017 ended with a surplus as previously projected.

Investment Report:

Overall portfolio return is excellent, reflecting the strength in the market in 2017. The next meeting with UBS will be in the first quarter of 2018. Cash flow was slightly reduced due to the allocation mix.

The Treasurer's Report was unanimously approved.

Friends of the Shelter Island Library Report

A report from Friends was not available. Dave Roggie commented on their great support on the Children's Library move project. The Board will discuss an event to recognize their support after the furniture is received and the rooms are in their completed configuration.

Strategic Planning Committee

Mike Bebon summarized the eighth meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. Discussion continued on the draft Plan. The development of the full draft was not accomplished as planned by December 31st, but will be finalized and distributed to the Committee before the February Board meeting. The Library's key performance measures were discussed. It was noted that total circulation was trending down despite the numbers including "LiveBrary" downloads that were showing a significant growth over the same period. The measures of program offerings and program attendance were also discussed. The Library Director and Assistant Director will do a further analysis of the numbers and provide the information to the Committee. Finally there was a brief discussion on sustainability and resilience.

Facilities Committee Report

Delivery of the furniture for the new Children's Library space is expected imminently. Once in place, the utilization of the space will be assessed and adjusted as appropriate. The septic system needed to be pumped out. The giraffe was adopted by a principal in the consulting firm that assisted in the design of the Children's Library project and was removed on schedule as needed.

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 serve another 3 year term if re-elected. Phyllis has reached her term limit and must leave the Board. New prospective Board members are Linda Kraus and Brett James Since this

was Phyllis' last Board meeting she was asked to, and did, provide her thoughts and suggestions for the Library's future. The comments were insightful and will be considered by the board going forward.

Special Events

The annual Appreciation Party will be held on January 21st from 5-7PM. Tom Hashagen reported that all arrangements had been finalized. Terry will take over coordination since Tom will be traveling. A long-term volunteer will receive special recognition from the Director at the event.

Director's Report

A full report was prepared and distributed in advance.

New Business

There was a discussion of 2018 Goals and Objectives. Tom suggested adding a media screen in a prominent location that would scroll upcoming events – a Community Calendar. He also suggested moving the projection screen in the Community Room to enable pictures to be displayed below it, and revising the automated phone answering system to allow a caller to access information without listening to the long recording. Bill suggested exploring delivering Board materials electronically and noted that commercial software was available to facilitate this.

Dave will check with Terry on the Agenda for the Annual Meeting.

Adjournment

The meeting was adjourned at 7:50 to go into Executive Session.

Executive Session

The Board met in Executive Session from 8:00 through 8:10 to discuss a personnel compensation matter.

Resume Public Board Meeting

The President reconvened the Public Meeting at 8:11. 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 8:13.

Respectfully submitted by: Michael J. Bebon, Secretary