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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
March 11, 2019**

MINUTES OF MEETING

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

Board members excused: Jody Geist, Brett James, Linda Kraus, Bill Martens,

Also attending: Terry Lucas, Library Director

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

Secretary's Report:

The minutes of the February 11, 2019 meeting, prepared and distributed in advance, were approved unanimously.

Public Expression: No members of the public were present.

Correspondence: Correspondence from the Shelter Island Town Social Worker expressing appreciation for use of Library Book Sale Room.

Treasurer's Report:

In the absence of the Treasurer, the report was delivered by the Director after a discussion with the Treasurer. The previously distributed Warrant Report, Income Statement, and Income Statement–Capital Endowment reports for December were presented. It was noted that monthly expenditures were normal with a slight increase in medical costs due to the addition of a staff member to insurance coverage. Several warrants were explained. The warrants were unanimously approved.

The format of the Profit and Loss Statement has changed due to a software change. The P&L is running normally. The report on bank balances was distributed, reviewed by the Board, and returned.

The Treasurer's report covering February was unanimously approved.

Friends of the Shelter Island Library Report:

A written report was distributed. Friends still considering purchase of a storage shed for their needs. The Children's Librarian is planning a request for virtual reality equipment.

Facilities Committee:

Various small jobs are planned for the main floor areas. Aggregate costs are expected to be below \$2,000. New thermostats are needed. Attempts to repair them were unsuccessful. Five new Honeywell programmable thermostats will be installed at a cost of \$1,250. Remaining caulking work on the side door will be done when the weather becomes suitable.

Planning Committee

The committee met immediately prior to the Board meeting. J. Theinert, a candidate for committee membership joined the meeting. Barbara Brigham, another external member was unable to attend. Julia Brennan provided an overview of the Strategic Plan and the status of efforts to explore the space availability and utilization issues. The committee has been interacting with architectural firms (H2M and BHC) who specialize in Libraries. Another firm will visit later this week. The intent is to conduct a Feasibility Study of how use of existing space might be optimized and what additional space might be required.

Special Events

Work continued on arrangements and fund-raising for the Book and Author luncheon. The event will be held at the Gardiners Bay Country Club. The Tennis Tournament is also being planned.

Director's Report:

A full report was prepared and distributed in advance. Work is in progress on the sustainability survey. The Friday night dialogues session with Jeremy Samuelson on Climate Change and Sea Level Rise was highly successful; the board expressed appreciation for Jocelyn's work to set it up. Planning is underway for the Spring and Summer program activities. Staff is appreciative of the staff kitchen and lunchroom area. It is used frequently. The Annual Plan will be finalized before the April meeting and discussed at that meeting.

New Business

A proposal was made to transition the person who has been providing IT services to the Library from a contractor to a part time employee. The transition would cost another \$750 per year. A start date of April 1st was proposed. The person works as a full-time employee of the SI School and it was stated

that he would perform Library work after working hours at the school. The proposal was accepted unanimously.

The New York State Report was discussed. Since the information had not yet been received from the accountant, the Board unanimously approved Sections 1-10 of the report; the financial section will be approved at the next meeting. It was noted that the people-counters have given us more accurate numbers than in years past.

Policy Document Revisions and Approvals

Budget—Changed second “proposed” to “presented”. Unanimously approved

Bulletin Board— Unanimously Approved with no changes.

Cell Phone - Unanimously Approved with no changes.

Sustainability – Unanimously Approved with minor changes

Adjournment

The meeting was adjourned at 7:57pm.

Respectfully submitted by: Michael J. Bebon, Trustee