



37 North Ferry Road
PO Box 2016
Shelter Island, NY 11964
631-749-0042

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

**Shelter Island Public Library
Board of Trustees Meeting
March 9, 2020
Minutes of the Meeting**

Dave Roggie called the meeting to order at 7:04pm

Board Members Present: Dave Roggie, Bill Martens, Judy Hole Suratt, Julia Brennan, Phyllis Gates, Mary-Faith Westervelt
Excused: Linda Kraus, Tom Hashagen, Jo-Ann Robotti, Barbara Groves, Jody Geist
Also Attending: Terry Lucas

Secretary's Report: The minutes of the February 10, 2020 meeting, prepared and distributed in advance were approved. A motion to approve minutes was made by Julia Brennan, seconded by Judy Hole Suratt. Unanimously approved.

Public Expression: none

Correspondence: none

Treasurer's Report: Bill Martens delivered the treasurer's report. The previously distributed warrant report was reviewed and a few items explained. The profit and loss statements were presented, reviewed and a few items explained. A motion to approve the Treasurer's Report was made and seconded. Unanimously approved.

Friends of the Library:

A written report from the Friends was distributed and explained by Terry Lucas. Terry intends to ask the Friends to fund a shed to replace existing shed.

Facilities and Technology:

Julia Brennan reported that she, Tom Hashagen and Terry Lucas met with Don Dunning to go over facilities issues to be addressed in the future. The committee

has not met to discuss technology but the new website is up and comments are welcome.

Special Events:

Jody Geist is searching for an author for the Book and Author Luncheon. Any assistance will be appreciated.

Nominating Committee:

Jo-Ann Robotti has been talking to Trustee candidates and will report back at the next meeting. One candidate was approached and had to decline at this time.

Planning Committee:

Julia Brennan reported a good meeting with the architectural firm. We received a range of options which will be presented to the staff and missing committee members. The architects reported that the current space is significantly undersized for the various uses. The next meeting with the architects will be in 3 to 4 weeks.

Director's Report:

The director's report was previously prepared and distributed. A few items were reviewed by Terry Lucas. Terry reported a problem with the downstairs toilet that required a plumber's attention. Don Dunning will take care of painting the stair rail.

New Business:

Investment Policy - Bill Martens presented the revised Investment Policy for approval by the Board. A motion was made by Bill Martens and seconded by Judy Hole Suratt. Unanimously approved.

New York State Report - The report presented in advance to the Board for review was submitted for approval by the Board. Julia Brennan suggested that some material from the report be posted on the library website to demonstrate the depth of the library. A motion was made by Dave Roggie to approve the report, seconded by Julia Brennan. Unanimously approved.

COVID-19 Response - The library has prepared an informational brochure. The staff is cleaning with Clorox wipes constantly. The Board determined that if the school closed, the library would close as well. Mary-Faith Westervelt will look into a company that could properly sanitize the library if necessary. Staff will be paid in the event the library has to close.

Half Day Closing -The Board agreed to a half day closing on March 18 for the re-scheduled Staff Development morning.

Meeting Adjourned on motion by Bill Martens, seconded by Judy Hole Suratt and unanimously agreed upon at 8:33pm.

Respectfully submitted,
Mary-Faith Westervelt