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

**Shelter Island Public Library Society
Board of Trustees Meeting
September 14, 2020
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:04. Zoom meeting format. Meeting recorded.

Board Members Present:

Linda Kraus, Bill Martens, Judy Hole Suratt, Mary Faith Westervelt, Julia Brennan, Tom Hashagen, Jo-Ann Robotti, Phyllis Gates, Don Regan, Dave Roggie.

Also Attending: Terry Lucas, Sara Garcia

Excused: Barbara Groves

Secretary's Report:

Tom made a motion to approve the minutes of the August 10, 2020 meeting, prepared and emailed in advance. Seconded by Dave Roggie. Passed unanimously.

Public Expression:

All expressed congratulations to Terry on the marriage of her daughter. Thanks to Terry and staff for their role in the success of the Martin Luther King Jr. "I Have A Dream" program.

Correspondence: None

Committee Reports (materials not covered in board packet):

Friends of the Library:

Terry reported talks continue with the Kropp Brothers in respect to library furniture taking into consideration safety, health, and use. When a design plan is solidified, will approach the Friends for funding.

Director's Report:

Terry reports patrons are required to make an appointment to enter the library but that may change by mid-October. Currently the library has not been asked to provide space for the Shelter Island School.

Terry introduced Sara Garcia the new Youth Librarian. Sara stated she was happy to join the Shelter Island Library team. Sara wished to keep the momentum going in keeping the youth services friendly, lively, and kid centered. Sara spoke of the current programs including, Take and Make crafts, Zoom programs, and painting together. Sara expressed how she was sensitive to the amount of screen time that children now are exposed to. Sara would like to include crafts and activities for the youths while being socially distant.

Sara Garcia signed off Zoom at 7:13pm.

Treasurer's Report:

Bill Martens delivered the Treasurer's report. The previously distributed warrant report and profit and loss statements were reviewed and a few items explained. Bill explained the forecast column that was added since COVID. Terry is putting together COVID expenses including the use of the 3-D printer for PPE at SCLS.

Julia Brennan moved to accept the warrant report and profit and loss statements as presented. Seconded by Dave Roggie. Passed unanimously.

Jo-Ann Robotti raised the issue of how patrons can donate to the library when purchasing through Amazon by utilizing the SMILE link and asked Terry to include information in upcoming newsletters.

Julia Brennan opened a discussion on the budget and asked what happens to unspent monies at the end of the year. Bill Martens replied that, depending on how the board votes, the money goes into the Fund for the Future or the library's reserve fund. He reminded the Board that taxes cover only about 85% of expenses and staff costs account for 70% of the budget. Unlike school districts and the Town, the library is not subject to a cap with regards to the amount of funds it can hold in reserve. Terry also clarified that the library spends every tax dollar that it receives; any funds that are unspent are from contributions/fundraising.

New Business:

Tom Hashagen made a motion to approve the Shelter Island Library Board of Trustees Meeting Schedule for 2021 as presented with the Annual Board Meeting date of January 23, 2021. Julia Brennan seconded. Unanimously approved.

Don Regan made a motion to approve the presented closure dates for 2021 with the removal of June 19 "Juneteeth" Saturday. Seconded by Dave Roggie. Unanimously approved. Closure dates for the library follows the Federal Holiday schedule. If Juneteenth becomes a Federal Holiday, the library will add it to its closure calendar.

Discussion followed regarding filling five open board positions. Board positions are needed in finance, maintenance, and fundraising, as well as the addition of members who will be willing/able to assume leadership roles. Jo-Ann Robotti requested that current Board Members discuss potential candidates with the board nominating committee rather than approaching the candidate. Jo-Ann expressed a desire for the nominating committee to present a slate for the board to discuss at the December, 2020 meeting. The community will be made aware of the open positions through the SI Reporter, The Gazette, The Library website and newsletter. Julia Brennan also suggested Instagram.

Old Business: None

Julia Brennan moved to adjourn the meeting. Mary Faith Westervelt seconded. Unanimously approved.

Meeting adjourned: 7:57pm.

Respectfully submitted,

Linda Kraus, Secretary