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

**Shelter Island Public Library  
Board of Trustees Meeting  
January 11, 2021  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:00pm. Zoom meeting format. Meeting recorded.

**Board Members Present:**

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

**Also Attending:**

Terry Lucas

**Secretary's Report:**

Judy Hole Suratt made a motion to approve the minutes of the December 14, 2020 meeting. Seconded by Julia Brennan. Unanimously approved.

**Public Expression:**

None

**Correspondence:**

None

**Treasurer is Report:**

Don Regan delivered the Treasurer's report. The previously distributed warrant report and profit and loss statements were reviewed and a few items explained. This year there was lower cost and higher revenue. Don will work with Terry in the coming months to transfer some of the revenue to the Capital Account. Julia Brennan made a motion to accept the Treasurer's Report. Seconded by Phyllis Gates. Tom Hashagan praised the finance committee on their skill in the budgeting process. Treasurer's report was unanimously approved.

Disposition of the Banyan Tree Roots Foundation Grant was discussed. The library received this grant for \$20,000 at the suggestion of Carol Galligan's daughter Jessica. Discussion occurred on how to manage this grant. Included in the discussion was use of the grant for Friday Night Dialogue programming in honor of Carol Galligan, technology upgrade,

depositing money in the fund for the future. Julia Brennan moved to place \$10,000 in the fund for the future and allocate \$10,000 to be spent on new technology and programming. Seconded by Jody Geist. Passed unanimously.

### **Committee Reports (material not covered in board packet):**

#### **Nominating Committee:**

Mary Faith Westervelt moved to accept the slate of board nominees for 2021. Susan Binder, Don Dunning, Henry Fayne, Karen Greenwald, Bonnie Stockwell, Linda Kraus, and Jo-Ann Robotti make up the 2021 slate. Don Dunning will be serving the balance of Charlie Weiner/Barbara Groves term of one year. The rest of the terms are for three years. Barbara Groves seconded the motion. Unanimously passed.

#### **Director's Report:**

The director's report was previously prepared and distributed. Terry discussed the cost of faxing at the library. The fax fees currently are \$1.00 per page after the first page. After discussion with Jo-Ann, it was decided to keep the cost of faxing at \$1.05 for the first page and 20 cents for each additional page. The library is trying to keep the cost of faxing reasonable. This service is needed by patrons especially if they need to fax any IRS forms or medical forms.

As discussed in the disposition of funds from the Banyan Tree Roots Foundation, Terry Lucas asked that some of the funds be used in the purchase of computer upgrades. In discussion with Jeremy, he suggested changing from PC use by the library staff, to MAC. He felt MAC was more secure and provided better graphics. In addition, as the current CASSIE system connects via a PC and patrons are comfortable with PC use, the library will also upgrade one public PC. Discussion occurred.

Terry said the staff thanked the board for the bonuses received.

#### **New Business:**

Goals for 2021 were discussed.

1. How do we communicate the regulations concerning safety when the library does reopen fully?
2. How do we remain compliant with these regulations?
3. Collaboration with the school and other organizations on the island in regard to space, resources, and staff.
4. The importance of new technology and improving marketing of the library.
5. Fundraising to include planned program and bequests for Library expansion.
6. Evaluating the lessons we have learned from COVID and how we can move forward.
7. Evaluate the need for an emergency generator.
8. Restart the building project and planning for the future.
9. Use of the strategic plan to have long-range goals and each year pick specific things we are going to do to get there.

10. Making sure we have the staff for the future. Have a staffing plan that shows what are the skill sets needed by future staff.
11. Having a succession plan.
12. Vehicles for patrons to offer suggestions to the library possibly integrating into the library web site.
13. Analyze how we can make sure the library is indispensable for people who live on Shelter Island so when we ask for money for expansion they will not hesitate to support.
14. Investigate fundraising options to build up the Fund for the Future and Capital Account.

The annual meeting will be Saturday 1/23/2021 at 10am.

Trustee training will be February 16 and 18 at 5pm.

Jo-Ann Robotti along with the rest of the board wished Bill Martens, Mary-Faith Westervelt, Barbara Groves and Dave Roggie many thanks for their work as trustees as they leave the board.

**Old Business:**

Tom Hashagen stated the foundation for the new shed will be completed. Don Regan thanked Ed Brennan for his help in moving files from the old shed into the new shed.

Tom Hashagen motioned to adjourn the meeting. Judy Hole Suratt seconded. Passed unanimously.

**Meeting adjourned at 8:45pm**

Respectfully submitted,  
Linda Kraus  
Secretary