

**Shelter Island Public Library
Board of Trustees Meeting
September 13, 2021
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 7:00PM. In-person meeting at library.

Board Members Present:

Tom Hashagen, Jody Geist, Jo-Ann Robotti, Phyllis Gates, Don Regan, Susan Binder, Don Dunning, Henry Fayne, Bonnie Berman Stockwell, Karyn Ginsberg Greenwald

Excused: Linda Kraus

Also Attending: Terry Lucas

Secretary's Report:

Henry Fayne made a motion to approve the minutes of the August 9, 2021 meeting. Seconded by Tom Hashagen. 9 in favor, 1 abstention (Phyllis Gates was absent at previous meeting). Minutes approved.

Public Expression:

None

Correspondence:

Youth librarian Sara Garcia shared several notes of appreciation from young patrons of the library.

Treasurer's 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. Notable among these were:

NYLA expenditure is related to NY Library Association conference in Syracuse scheduled for the first week in November. Terry Lucas and Sara Garcia will attend.

Flanders Heating and Air Conditioning expenditure is related to suspected leak in first floor AC system. Specialist scheduled to locate leak and remediate. Don Dunning and Tom Hashagen to look into whether Board should consider replacement of older units for efficiency's sake. Will confer with Flanders rep and report at future meeting.

Kanopy (movie downloads) currently underutilized. Terry Lucas to look at how to get the word out about lesser known services on offer, including Ancestry Library Edition and Museum Membership (passes for Children's Museum, Parrish Art Museum and Harbes Farm among those available).

Live-brary Downloads payments are complete for the year. Jo-Ann Robotti explained fee structure for eBooks is complex and changing. SCLS makes the cost determination based on population. Increases are usually approximately 20% annually, but this is likely to decline in the short term due to the pandemic. Author/publisher compensation is a factor in cost of services, as are the number of downloads allowed and in what time frame.

Phyllis Gates made the motion to approve the Treasurer's Report and Don Dunning seconded. The Treasurer's Report was unanimously approved.

Friends of the Library Report:

Friends Board welcomed new member Lisa Richland, former longtime Director of the Floyd Memorial Library in Greenport. Friends Board member Lora Lomuscio organized book sale "Under the Tent" in August with proceeds of \$405. A note of thanks was received from 2021 Friends Scholarship recipient Nicholas Mamukashvili who is currently a student at Northeastern University.

Events Report:

The Tennis Tournament was an amazing success with net proceeds of \$8,582.27, which goes directly into operating account. Terry Lucas expressed gratitude to Don Dunning and acknowledged the contributions of Board Secretary Linda Krause (who was absent) and her husband Chuck Krause.

The 2021 Book and Author event, led by Board Vice President Jody Geist, is scheduled for Wednesday, September 29th at 1PM as a zoom luncheon featuring renowned cookbook author Ina Garten in conversation with journalist Willy Geist. Tickets (\$40/person) are available for purchase at the library and on the website, already 26 sold, which is better than in previous years at this juncture. Article to appear in Reporter. Ad purchase also under consideration. Terry Lucas to send jpeg for Board members to invite their contacts. Bonnie Stockwell will place posters around town. Suggested locations include Havens House and Sylvester Manor markets, local restaurants, cookshops and also liquor stores, since Ina Garten may prepare a specialty cocktail for the program.

Old Business:

Don Dunning reported back with conclusion on acquisition of new phone system. Tom Hashagen and he met with the library's IT Consultant who provided detailed explanation of differences in bids and decision was made to choose lower cost option as the

company is a proven service provider for the Shelter Island School and the system allows staff to answer phone in-person whenever possible. Don Dunning made the motion to approve the bid of \$2600 from CCI Voice and Jody Geist seconded. Passed unanimously.

Director's Report:

Terry Lucas reported having requested modification of Plan 2 from Beatty Harvey Architects (BHA) to incorporate changes derived in Board and community member review process and also to lower total cost estimate. BHA proposed generating a new Option 4 with an expected turnaround time of only a few weeks. Cost-saving revisions to include breaking out furniture costs, reduce number of offices, keep existing entrance, scaling back some design features. Jody Geist made a motion to go forward with authorizing Option 4 at not more than \$5,000 in fees. Phyllis Gates seconded. Passed unanimously.

For next summer, library considering developing an eBike Book-Mobile project to reach out into the community and deliver books via three-wheeled electric bicycle to various island locations including the Senior Center, Wades Beach, Havens House Farmers Market, etc. Will explore possibility with Friends of the Library.

Budget Vote preparations are under way. Scheduling request before School Board has been made. Full page ads have been purchased and will appear in Reporter. Terry is accumulating "We Love the Library" file including messages from grateful patrons and Town Proclamation documentation. Tom Hashagen noted the appreciation of the library is particularly high right now. Discussion of timeframe and need for pro forma on building expansion plans ensued.

Announcement of Trustee Book Club with Jerry Nichols and Rebekkah Smith Aldrich scheduled for 10/19, 11/16/ 12/14 from 5-6PM on zoom. Topics will be related to Library Trustee service in NY state. Advanced registration required.

Revisions to Special Report Draft discussed. Terry Lucas requested submission of final edits via email by Friday 9/17.

New Business:

Discussion of proposed 2022 Calendar of holiday closures. Terry Lucas noted one change with the inclusion of Juneteenth, a new federal holiday that falls on a Sunday next year and so will mean closing on Monday June 20th. Susan Binder made the motion to approve the 2022 Calendar of Closures. Henry Fayne seconded. Passed unanimously.

Terry Lucas appraised Board of decision to express the Employee Covid Vaccination policy previously approved at the meeting of August 9th in the form of a Directive.

Discussion of the vaccination event scheduled for 10AM to 2PM on 9/22 at the library ensued. Terry Lucas shared need for more people to sign up for the J&J Covid Vaccination. She has asked Chief Read to post notice on electronic road signs. Board members suggested notifying the offices of Dr. Potter and Dr. Kelt and posting info on Town website. Flu shots will also be available. RiteAid will manage administration and insurance.

Jo-Ann Robotti suggested postponing discussion of Strategic Plan to next meeting.

Public Session adjourned at 8:25PM to go into Executive Session.

At 8:30PM, meeting moved back from Executive Session into Public Session.

Tom Hashagen made the motion to approve Marie Bishko joining the Board of Trustees by appointment to complete the term of Judy Hole Suratt, which will finish January 2023. Susan Binder seconded. Passed unanimously. Effective immediately.

Jo-Ann Robotti laid groundwork for discussion of Strategic Plan next month.

Tom Hashagen motioned to adjourn the meeting. Phyllis Gates seconded. Passed unanimously.

Meeting Adjourned at 8:35PM.

Respectfully submitted,
Bonnie Berman Stockwell
(in Linda Kraus's absence)