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

**Shelter Island Public Library Society- DRAFT  
Board of Trustees Meeting  
December 12, 2022  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 5:05pm.

**Members Present:**

Archer Brown, Linda Kraus, Jo-Ann Robotti, Jody Geist, Phyllis Gates, Susan Binder, Tom Hashagen, and Don Regan

**Also Attending:** Terry Lucas in person. Marie Bishko, Bonnie Berman Stockwell, Karyn Ginsberg Greenwald via zoom.

**Excused:** Henry Fayne and Don Dunning

**Secretary's Report:**

Don Regan made a motion to approve the minutes of the meeting from November 14, 2022. Seconded by Jody Geist. Unanimously passed.

**Public Expression:**

None

**Correspondence:**

None

**Treasurer's Report:**

Don Regan delivered the Treasurer's Report. The previously distributed Warrant Report and Budget vs Actual Statements were reviewed and a few items

explained. Of note, after talking with our UBS representative some CDs from the Patterson account have been rolled over into the stock market.

Susan Binder made a motion to accept the Treasurer's Report. Seconded by Tom Hashagen. Unanimously passed.

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

#### **Friends of the Library:**

Terry Lucas reported that Marian Brownlie will be retiring as Treasurer and Lisa Richland will be taking over for her. Chairperson Mary Ellen McGayhey will be retiring and Laura Lomuscio will be taking over for her in late 2023. Bill Seeberg will also be retiring later in August, 2023.

The Turkey Plunge was a great success with over 173 taking the plunge and over 120 spectators.

The Holiday Market held on December 10, 2022 was also a great success.

The board further discussed how the Friends could help with the building project.

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

Terry reported a busy month at the library. Patrons have come in to see the 3-D model of the proposed renovation. In general the feedback has been positive. Terry reported the *Help Us Write Our Next Chapter* presentation went well. Attendees were curious with a positive attitude. There is a recording of the program and the Construction Manager made a list of the questions asked. This presentation will be followed by additional information sessions.

Jeremy will set up a sub-website for the renovation and expansion project which will be reached by a link on the Library's web page.

Discussion followed regarding funding for the expansion project. Terry reported she would be investigating CapitalCampaignToolKit.com to see if it might assist in our fundraising for the expansion project. All agreed we need to see how to access grassroots pledges in the community. Terry stated that no monetary donations can be received until the public has approved the expansion. We are only able to accept pledges until the building has been approved.

**Planning Committee:**

Karen Greenwald reported that her husband Bruce, who has fundraising experience, has been assisting the Planning Committee. Karyn, Bruce and Terry are investigating the cost and benefit of hiring a professional fundraiser along with discussing other measures of fundraising.

**Facilities:**

Terry reported there continues to be an issue with the upstairs toilet. It is being addressed and hopefully will be repaired soon. The HVAC filters were changed.

**Nominating Committee:**

Susan Binder reported the nominating committee continues to seek a new board member. The committee is searching for an individual who has experience in fundraising/event planning.

**New Business:**

Archer Brown reported on the HR Law Seminar that she and Terry attended. She stated our library matched up well on the do and don't list. There is a powerpoint of the presentation available for review. Terry said we will need to revisit the employee handbook especially regarding the work from home policy and what constitutes a "leave from work" event.

**Discussion of 2023 Goals:**

The Board members were asked about the goals they saw for 2023. The following was discussed.

- Update the employee manual
- Define a work from home policy
- Create excitement around the building project.
- Get the community to "own" the project. Find out what the needs and wants are of the public.
- Get more involved in the school.
- Promote to the public what the library offers.
- Investigate holding fundraisers including auctions, fairs, and more special events.
- Find a way to tap into the writers, artists, and musicians in the community.
- Integrate the donation of used books into the library or a community in need.

- Reach out to the community members who may feel negative about the expansion. Find out their concerns.
- Create “sound bite” answers to often asked questions regarding the expansion.
- Court small business owners, parents, and teachers trying to make them feel a part of the library.

**Old Business:**

None

Tom Hashagen made a motion to adjourn to executive session. Seconded by Jody Geist. Unanimously passed. Adjourned into executive session at 6:31pm

Returned to the open meeting at 6:43pm

Jody Geist motioned to accept the 2023 Staff Salary draft as presented and discussed in the executive session. Seconded by Susan Binder. Unanimously approved.

Phyllis Gates made a motion to approve a bonus pool to be distributed to the staff based on the hours worked. Seconded by Archer Brown. Unanimously approved.

Susan Binder moved to adjourn the meeting. Seconded by Linda Kraus. Unanimously passed.

Meeting adjourned at 6:50pm

Respectfully submitted,  
Linda Kraus  
Secretary