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

**Shelter Island Public Library Society  
Board of Trustees Meeting  
July 17, 2023  
Minutes of the Meeting**

Jo-Ann Robotti called the meeting to order at 6:01pm.

**Members Present:**

Linda Kraus, Susan Binder, Bonnie Berman Stockwell, Henry Fayne, Don Dunning, Jo-Ann Robotti, Don Regan, Karen Ginsberg Greenwald, Archer Brown

**Also Attending:** Terry Lucas and Julia Brennan, Shelter Island Gazette

**Excused:** Tom Hashagen, Phyllis Gates, Marianne Carey, Jody Geist

**Secretary's Report:**

Henry Fayne made a motion to approve the minutes of the June 23, 2023 meeting. Seconded by Archer Brown. Unanimously passed.

**Public Expression:**

None

**Correspondence:**

Terry Lucas read a thank you note from Don D'Amato for the Library's donation of unused AV equipment to the Lions Club.

Jo-Ann Robotti made everyone aware of the well done Newsday article regarding the passing of the expansion vote.

**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.

The Friends are underwriting the summer reading programs for the Adults and Children.

Karyn Ginsberg Greenwald moved to accept the Treasurer's Report. Seconded by Susan Binder. All in favor. Unanimously passed.

Don Regan stated the Finance Committee will meet prior to next month's meeting and he will have a report on the accounts needing collateralization. The quarterly meeting will also be scheduled with Jill Bobigin of UBS.

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

#### **Director's report:**

Terry Lucas reported the NYS Annual Report has been submitted and was one of two of the 54 libraries that did not require any corrections. Special thanks to Laura Dickerson for her excellent work on this project.

Terry reported on attending a meeting regarding connecting the library and the center area with the West Neck Water Authority System. Terry also learned per Health Department rules, the library should have water testing done for bacteria on a monthly basis and more extensive testing done yearly. The Library has never been made aware of the above. Terry has been in conversation with John Hallman on performing the needed testing moving forward.

The Library will be donating \$500 to the Lions Club to add to the purchase of a High Visibility Reader for library patrons use.

Kimberly Atkins will be moving and leaving the library at the end of the summer. Terry has hired two part time persons to fill the vacancy.

#### **Human Resources:**

Henry Fayne reported the Human Resources Committee met to discuss staff salaries for 2024. The committee recommends the library staff receive increases not to exceed 5%. Further discussion will be held in an executive session.

#### **Tennis Tournament:**

Linda Kraus reported the tournament is on track for Saturday August 19, 2023. Bonnie will be writing an article to the Shelter Island Reporter regarding the tournament.

#### **New Business:**

##### **Munistat Contract:**

Henry Fayne discussed the Munistat - Municipal Financial Advisory Service -contract which had been previously distributed to all. Munistat will help with the funding process

for the expansion project. They will look into DASNY and commercial bank funding. Munistat is familiar with the process and the teams involved. Henry Fayne made a motion to accept the Munistat Contract. Seconded by Susan Binder. All in favor. Unanimously approved.

**2024 Budget:**

Don Regan and Terry reviewed the previously distributed draft 2024 Budget. Increases in digital downloads, staff expenses and insurance were discussed. Don Regan moved to accept the 2024 Budget. Seconded by Bonnie Berman Stockwell. All in favor. Unanimously approved.

**Renovation and Expansion:**

Terry reported that a meeting will be held at the Library on Thursday 8/3/23 to get community input on the expansion plans.

4pm - Staff

5pm - Artists/Actors/Musicians

6pm - All community members

Trustees are encouraged to review the plans for comments/suggestions and attend the August meetings.

We will review the findings from above at the monthly meeting on August 21, 2023. The dimensions of the community room and gallery space including elevations will be obtained prior to the meeting on 8/3/23.

**Fundraising Committee:**

Jo-Ann Robotti discussed forming three separate sections of a fundraising committee for the expansion project. The sections will be: Individual Approach, Special Events and Promotions and Grants and Foundations. Jo-Ann asked all trustees to consider which area of fundraising they would like to be a part of and contact her.

**Old Business:**

The 2024 Budget vote is scheduled for Saturday October 28, 2023.

**Adjournment:**

Don Dunning moved to adjourn the meeting. All in favor.

**Meeting adjourned 6:44pm.**

Respectfully Submitted,  
Linda Kraus, Secretary

