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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 18, 2016**

MINUTES OF MEETING

Board members present: Jo-Ann Robotti, Don Dunning, Bill Martens, Dave Roggie, Charlie Weiner, Mary Faith Westervelt, Paul Mobius, Peter Ferrar, Phyllis Gates, Jody Geist, Cori Cass, Tom Hashagen, Mike Bebon

Board members excused: None

Also attending: Terry Lucas, Library Director

President Jo-An Robotti called the meeting to order at 7:00 pm

Secretary's Report:

The minutes of the June 13, 2016 meeting, prepared by the Secretary and distributed in advance, were approved unanimously.

Public Expression: No members of the public were in attendance.

Correspondence: None

Treasurer's Report

The previously distributed Warrant Report, the Income Statement, and the Income Statement–Capital Endowment reports were presented. A detailed analysis of the results was provided by the Treasurer indicating the spending range of the warrants was in the normal range, but slightly higher due to several large payments made. It was noted that utilities as well as the Childrens' program were running below budget, the latter expected to increase in July with the Summer Program. Staffing was also noted to be below trend at 41%. The budget for the Capital account was discussed. A projection of expenses that could be charged against the G.

Patterson account was presented and discussed. Salaries will be adjusted to include fringe benefits. Overall, financial performance to date has been favorable.

Investment Report

Overall the performance of the investment accounts has been favorable, up 5.6% for the year to date. The current mix is 66% in equities, 29% fixed income and the balance in cash. Additional funds are expected to be added to the account in the near future.

The Treasurer's Report and Investment Report were approved unanimously.

Friends of the Shelter Island Library Report

With no one in attendance from Friends, Terry Lucas reported that the yard sale during Tent Week went very well. Friends is asking for proposals for their support. Terry will prepare several options and present them to the board.

Facilities Committee Report

The roof work has been completed, windows are in and brickwork is scheduled to start soon. The doors are on order with a mid-August expected delivery date. The router that was a noise issue was relocated from the office to the lower level closet. A small desk is planned to be built next to the Circulation desk.

The Human Resources Committee

For the benefit of new Board members, the President explained the process for Board review and approval of staff salary increases proposed by the Director. The proposal made by the Director was reviewed by the Board. Adjustments were made and approved. The subject of voluntary wearing of name tags by staff was raised. Terry will discuss the question with staff and report back to the Board.

Director's Report

A comprehensive report summarizing recent activities was provided in advance. The Great Decisions program has been very successful with over 70 people attending the most recent session. The request by the group attending these sessions to include wine and cheese was discussed. A motion to allow the group to select four sessions at which wine and cheese would be allowed, provided by the group and cleanup performed by the group was passed with one dissenting vote.

Terry provided an update on professional development courses taken recently. She has completed five to date and they have provided information that has been helpful in developing policies and analyzing the annual Audit Report.

It was noted that there will be a memorial service for Howard Brandenstein this weekend. Tent week was a success. The Children's programs were well attended. This was a large effort on the part of the staff and the Board members expressed their appreciation.

Old Business

Interim Nominating Committee

The members of the interim nominating committee to fill the position of President reported on the results of their request for expressions of interest for the position which has to be filled by a Board member. Dave Roggie was recommended by the Committee.

New Business

Budget

The proposed budget for 2017 is up by 3% at \$700,339.04. Staff costs are up only 0.7% and material costs are up 6%.

Memorial Bench

A teak bench for the new patio will be purchased and dedicated to Howard Brandenstein. A plaque including a quote from Howard will be provided.

Logo

It was noted that the Library logo, which includes an elevation of the building, may need to be updated with the completion of the new construction.

Assistance with Event

Terry requested assistance by Board members with the planning for the Truman letter event.

Adjournment

There being no further business and no public expression, the Board voted unanimously to adjourn at 8:25 pm.

Submitted by: Michael J. Bebon, Secretary