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**SHELTER ISLAND PUBLIC LIBRARY** *Serving the Shelter Island Community Since 1884*

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
April 10, 2017**

***MINUTES OF MEETING***

**Board members present:** Dave Roggie, Bill Martens, Phyllis Gates, Jody Geist, Julia Brennan, Mary-Faith Westervelt, Mike Bebon

**Board members excused:** Don Dunning, Cori Cass, Charlie Weiner

**Also attending:** Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7pm.

**Secretary's Report:**

The minutes of the previous meeting, prepared by the Secretary and distributed in advance, were requested to be amended to change wording; substitution of "submitted on time" for "timely". The minutes, with that addition, were approved unanimously.

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

**Correspondence:** No correspondence was received.

**Treasurer's Report**

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented. Expenses this month were in the normal range. Several Warrant items were questioned and explained. It was noted that there were several once per year payments made during the month. Revenue was also within normal expectations for the period. Staffing was below budget (19% vs 25% of the year) while maintenance was running slightly higher (29% vs 25% of the year). Overall, financial performance for the 1<sup>st</sup> Quarter was favorable.

The Treasurer's Report was approved unanimously.

### **Investment Report**

There has been no change in the allocation of investment funds. The investment advisor will continue to monitor the market to identify opportunities. The Investment Committee will provide a more detailed update at the May meeting.

### **Friends of the Shelter Island Library Report**

With no one attending from Friends, the Director presented their report. Friends will meet next toward the end of April. Friends is holding a logo contest. Terry Lucas suggested inviting a Friends member to regularly attend the Board meeting.

### **Strategic Planning Committee**

Mike Bebon summarized the first meeting of the Strategic Planning Committee that had met prior to the Board meeting. The Board members will work on the Strategic Plan internally. A consultant will not be hired for the purpose. The Committee is planning to deliver a draft to the Board by January 2018.

### **Facilities Committee Report**

There was no Facilities Committee report provided.

### **Other Financial Matters**

The insurance liability limit will be increased to \$5million. This will cause a small increase in cost. A Listing of expenses for the Children's Program was distributed and a motion made to transfer \$50,000 to the operating account. These funds will come from the G. Patterson account which can only be used for the Children's program. The motion was approved unanimously.

A recommendation was made and accepted (vote not required) to provide additional financial information monthly to Trustees.

### **Director's Report**

Terry Lucas requested Board approval to hire an individual as the full-time Youth Librarian. Motion was made a passed unanimously. Several suggestions from the Trustees training session were discussed including Board approval of the Agenda, and Mission and Vision Statements. A plan to revitalize the Children's area was discussed. Paul Mobius has volunteered to assist. Objective is to increase items of interest to small children ("manipulables").

Terry Lucas proposed purchasing people counters. A motion to approve purchase of 4 counters was unanimously approved.

### **Bench Dedication**

There will be a ceremony to dedicate the new bench in honor of Howard Brandenstein. It will be at 1pm on Saturday, May 27<sup>th</sup>. All were encouraged to attend.

### **Book and Author Luncheon**

The featured author will be Jules Feiffer. The event will be held on June 10<sup>th</sup> at 11:30am. After some discussion, it was decided that tickets will be priced at \$75. A contract is being placed with the Pridwin Hotel. A premium ticket price that would include a signed copy of one of his books was suggested.

### **Old Business**

The flagpole was damaged by high winds recently. It is being repaired. Flag will be taken down when high winds are predicted in the future.

### **New Business - None**

### **Adjournment**

The meeting was adjourned at 8:03 pm.

Submitted by: Michael J. Bebon, Secretary