

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
May 8, 2017**

***MINUTES OF MEETING***

**Board members present:** Julia Brennan, Cori Cass, Don Dunning, Peter Farrar, Phyllis Gates, Jody Geist, Tom Hashagen, Judy Hole, Bill Martens, Dave Roggie, Charlie Weiner, and Mary-Faith Westervelt

**Board members excused:** Mike Bebon

**Also attending:** Library Director Terry Lucas

President Dave Roggie called the meeting to order at 7:05 pm.

The President introduced new Board member Judy Hole.

**Secretary's Report**

The minutes of the April 10, 2017 meeting, prepared by the secretary and distributed in advance, were approved unanimously.

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

**Correspondence:** There was no correspondence to report.

**Treasurer's Report**

A revision to the previously distributed Warrant Report that corrected the Warrant total was distributed. The revised Warrant Report and the previously distributed Income Statement for April were reviewed and unanimously approved.

**Friends of the Shelter Island Library Report**

Friends written report had been previously distributed. There was no additional report.

**Strategic Planning**

Terry Lucas reported that Friends has suggested a short term initiative to relocate the children's section into the space currently occupied by the non-fiction section downstairs and move the non-fiction section upstairs. Friends would be willing to provide some funds. She indicated that this would not have a major impact on staffing,

although an extra staff person might be needed to cover downstairs during the peak period from 2:30 - 4:30 p.m. The Board unanimously approved a motion permitting Terry to bring in a consultant to propose a design for implementing this idea. Terry will solicit the necessary funds from Friends.

### **Facilities Committee Report**

Don Dunning reported that painting of the Community Room and the Director's Office is scheduled to occur this week.

The handicapped opener on the front door is not working properly. The installer is being contacted to remedy this and Reich Eklund Construction, the contractor for the front entrance project, will be notified.

### **Finance Report**

Bill Martens distributed the Investment Committee Report for its quarterly meeting with Jill Bobigan of UBS on April 24, 2017. The portfolio has increased 8.2% since inception and 3.1% in the first quarter of 2017. Cash flow in 2017 is expected to be about \$82,000 vs. \$100,000 in 2016. This is due to the maturation of some bonds and lower yield rates in the current bond market. The Committee agreed to rebalance the portfolio by investing approximately \$250,000 in equities for higher return.

### **Library Director's Report**

In addition to Terry Lucas' previously distributed detailed written report, she commented briefly on the following.

- Proposed establishing separate Library email addresses for trustees. The Board did not want to implement this at this time
- To address a decrease in circulation, a trend that all libraries in the country are experiencing, consider abolishing fines. No action was taken at this time.

### **Special Events**

The Book and Author Luncheon is scheduled for Saturday, June 10 at the Pridwin. Jules Feiffer will be our special guest. The Committee is working on publicity and approximately 30 tickets have been sold to date.

## **Governance**

Julia Brennan reported that she is reviewing the Policies and Personnel Manual to make them searchable and findable. She also recommended that Article 5 of the By-Laws be amended to conform the list of standing committees with actual practice. The Board will consider this at the June meeting.

## **New Business**

### **2018 Budget Vote**

The Board reviewed a draft schedule and unanimously approved a motion to hold the 2018 budget vote on Saturday, October 21.

## **Adjournment**

There being no further business and no public expression, the board voted unanimously to adjourn at 8:10 p.m.

**Submitted by: Mary-Faith Westervelt, for Mike Bebon, secretary**