



37 North Ferry Road  
PO Box 2016  
Shelter Island, NY 11964  
631-749-0042

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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
June 12, 2017**

***MINUTES OF MEETING***

**Board members present:** Dave Roggie, Don Dunning, Bill Martens, Phyllis Gates, Cori Cass Jody Geist, Julia Brennan, Mary-Faith Westervelt, Peter Farrar, Judy Hole Suratt, Mike Bebon

**Board members excused:** Tom Hashagen, Charlie Weiner

**Also attending:** Terry Lucas, Library Director, Anthony Zutter, Children's Librarian

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

**President's Comments:**

The President expressed appreciation for the work of Board members and Library staff on the Book and Author Luncheon.

**Secretary's Report:**

The minutes of the previous meeting, prepared and distributed in advance, were approved unanimously.

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

**Correspondence:** A letter was received from Senator Ken LaValle announcing a \$4,000 grant for the Library.

**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. A funds transfer was noted. Program revenue is running ahead.

Maintenance and repair expenses were also running ahead. Overall, financial performance year to date (42% through the year) is favorable. Expenses are at 37% of the budget.

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 July meeting.

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

With no one attending from Friends, the Director presented their report. Friends has added a new Board member. The former Board member will continue to support the Turkey Plunge. Friends is also supporting the cost of tent week. They will not be doing the Day Planner this year. A fundraiser "Suds and Songs" is being planned to kick off tent week.

### **Strategic Planning Committee**

Mike Bebon summarized the second meeting of the Strategic Planning Committee that had met prior to the Board meeting. There is a short term plan under consideration to relocate the Children's area to the lower level. Consultants will visit and make a preliminary evaluation of feasibility at no cost. If the project proceeds there may be an opportunity for a grant to support a portion of the cost.

The Committee is examining an American Library Association report on Future Trends and their potential impacts on Libraries to gain insights that may be applicable to the strategic planning process.

### **Facilities Committee Report**

The people counters are now installed on all doorways and are working. A tree was selected by a volunteer for the front garden and planted by a landscaper. It is a native dogwood. Two teak benches on the patio area outside the front entrance were dedicated to Howard Brandenstein.

### **Human Resources Committee**

The Board reviewed and discussed the recommendation of the Human Resources Committee on the 2018 salary increase budget. A motion for approval was passed unanimously.

A motion to waive the 3 year pension eligibility rule in the case of the Library Director and initiate pension payments January 1, 2018 vs April 2018 was unanimously approved.

A motion to approve providing one additional vacation day per year to an employee at the salary cap, up to a maximum of 20 days was unanimously approved.

These changes will be made in the HR Policy Manual and a revised manual issued.

### **Other Financial Matters**

**Budget Committee:** The budget preparation process is ongoing. A proposed 2018 budget is expected to be presented to the Board at the July meeting.

**Tax Cap:** A motion to authorize piercing the tax cap for 2018 was unanimously approved. It was noted that this simply authorizes piercing the cap for the purposes of 2018 budget planning; the approved budget may or may not do so.

**Management Letter:** The Management Letter provided by the Audit firm was discussed and decisions were made on mitigating and managing the associated risks. An additional internal control was put in place based on the discussion. The Director will notify the Board at each meeting whether any checks were issued without a trustee's signature and, as applicable, provide a list.

### **Governance Committee:**

A formal report was not prepared. The Chair indicated that the Committee is working with the Director on policies, including Emergency Preparedness.

### **Director's Report**

A full report was prepared and distributed in advance. A staff member is resigning. The NY State Education Department is considering developing minimum standards for public Libraries. Continuing education requirements for trustees are also being discussed.

The Director introduced Anthony Zutter, the new Youth Services Librarian. He was welcomed by the Board. Anthony briefly discussed his plans for the program.

### **Book and Author Luncheon**

The event was very successful as a fund raiser and was enjoyed by all. There were 82 people in attendance. Autographed books were available at the event and some remain available. The Pridwin was noted as having provided excellent service. The Shelter Island Reporter provided good publicity for the event.

**New Business** – A new employee has been hired to replace the staff member who resigned. It will be a part time position. In addition to processing books and working the circulation desk, the individual will assist the Children's Librarian.

### **By-Laws Change**

A proposed change to the By-Laws was presented to update Article 5 to reflect the current committees. A motion was made and approved unanimously.

### **Friday Night Dialogues**

The President encouraged suggestions for topics and presenters for future Friday Night Dialogues.

### **Adjournment**

The meeting was adjourned at 8:36 pm.

Respectfully submitted by: Michael J. Bebon, Secretary

<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>
HR Policy Manual to be updated to reflect new policy on vacation.	Governance	TBD