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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
February 12, 2018**

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Judy Hole Suratt, Linda Kraus, Tom Hashagen, Brett James, Julia Brennan, Charlie Weiner, Mike Bebon

Board members excused: Bill Martens, Peter Farrar, Jody Geist, Mary-Faith Westervelt
Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:03pm.

Approval of Officers

A motion to approve the Nominating Committee's presentation of proposed officers for 2018 was unanimously approved. (This was needed due to the lack of a quorum at the Annual Meeting). The officers will be:

Dave Roggie, President

Don Dunning, Vice President

Mike Bebon, Secretary

Bill Martens, Treasurer

Secretary's Report:

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

Public Expression: No members of the public wished to address the Board.

Correspondence: None

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports were presented by Charlie Weiner in Bill Martens' absence. It was noted that the total amount of the warrants for January were typical for a month. A typographical error was noted; funds were transferred to the "Fund for the future" not the "Capital Fund". Several large Warrant

items were broken down further and explained. Staffing expenses were slightly over budget due to sick leave coverage and increased presence in the lower level. Facilities costs were also higher due to the costs of service to the sanitary system and expenses associated with the move to the lower level.

The treasurer's report was unanimously approved.

Investment Report:

Charlie Weiner summarized a discussion between Bill Martens and Jill Bobbigan. The value of the portfolio was down by 5% since January 1st but the current market volatility was viewed as an opportunity to invest some additional cash. Interest rates are expected to rise over the year and that will affect portfolio management actions.

The Treasurer's Report was unanimously approved.

Friends of the Shelter Island Library Report

A report from Friends was provided in hard copy to all Board members present. Dave Roggie commented on their great support on the Children's Library move project. They have provided \$38,000 to date for the lower level move project.

Strategic Planning Committee

Mike Bebon summarized the ninth meeting of the Strategic Planning Committee that had met immediately prior to the Board meeting. A complete draft of the Plan has been produced and was distributed in hard copy to all members present. Mike Bebon provided an overview of the Plan organization and content. Terry Lucas will deliver copies to those who were not in attendance. A special meeting will be held immediately prior to the March Board meeting to discuss comments on the plan.

Facilities Committee Report

A proposal to replace lighting with LED bulbs was discussed. The cost would be \$3,700 but \$2,616 after applicable rebates. The project would have a simple payback period of 10 months. Motion to authorize the expenditure, contingent on obtaining information/quotes on vendors who might be on the State contract list, was unanimously approved.

The TV/Community Bulletin Board project, suggested by Tom Hashagen at the January meeting was discussed. The project would cost approximately \$1,500. Motion to authorize the expenditure was unanimously approved. The posting of information will follow the current Bulletin Board policy.

It was noted that the side door needs replacement and an inspection of the elevator is required. The cost of the elevator inspection is estimated at \$500.00.

Director's Report

A full report was prepared and distributed in advance. Terry Lucas summarized some highlights. A meeting with the School District Superintendent was highly successful with the school anxious to explore increased synergy between the school and library. A new IT person was brought on board replacing the current service provider who will be phased out. A temporary employee was hired to fill in for an employee on maternity leave. Photos of the "Old Store" (first location of the Library) and the first dedicated Library building had been located and mounted. They will be displayed in the Library. It was suggested that a Friday Night Dialogues session be devoted to the history of the Library.

New Business

There was a discussion of conference attendance by the full time staff. Terry Lucas requested Board approval of up to \$2,000 per conference per person, for a total of \$8,000. Motion to approve the \$2,000 per conference up to a total of \$7,500 (current budget line) was unanimously approved.

Board members present signed Conflict of Interest and Confidentiality forms.

The New York State Annual Report, required to be submitted by the Library was briefly discussed. Motion to approve the report was unanimously approved.

Adjournment

The meeting was adjourned at 8:35PM.

Respectfully submitted by: Michael J. Bebon, Secretary