

DRAFT



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

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

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Bill Martens, Peter Farrar, Brett James, Judy Hole-Surratt, Tom Hashagen (partial – left at 7:25) , Julia Brennan, Mary-Faith Westervelt, Linda Kraus, Mike Bebon, Jody Geist (partial - joined 6:45)

Board members excused: Charlie Weiner
Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 6:00pm.

Strategic Plan

The first hour of the meeting was devoted to a discussion of comments on the draft Strategic Plan that had been distributed at the February meeting. The topics discussed included assessment of future staffing needs, a need for more emphasis on support of literature and reading, space needs for different age groups, and several general improvement suggestions. Additional detailed comments will be sent to M. Bebon for incorporation. The next step will be for the Director to meet with various community groups and individuals to present the draft Plan and ask for input.

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 the Treasurer. It was noted that the total amount of the

warrants for February were typical for a month under the new 2018 budget. Several large Warrant items were broken down further and explained, including several sizeable “one-time” expenses for the year – magazine subscription and “Livebrary” fees. It was noted that two IT support contractors were paid in February, reflecting overlap associated with the transition to a new IT contractor.

Utilities and maintenance and repair costs are running above budget reflecting the winter heating expenses, the aging building, and budget reductions made from the 2017 budget. The utilities costs are expected to normalize over the year.

Expenses 2017 associated with the Childrens’ and Young Adults programs were reviewed. It was proposed that \$60K of the \$85.8K in expenses be reimbursed using the proceeds from the Patterson fund. This was unanimously approved.

The Leadership Circle and Annual Appeal receipts were higher than expected. These funds will be transferred later in the year to the Fund for the Future

The Treasurer’s report was unanimously approved.

Investment Report:

The portfolio cash balance declined slightly over the month since the market decline presented investment opportunities. The Investment Committee will meet with our broker in April. The question of the appropriate source of funding for the broker’s fees will be reviewed with the Library’s auditor.

Friends of the Shelter Island Library Report

A report from Friends was provided in hard copy to all Board members present. Terry briefed on their activities. They did not meet since the last Board meeting, but will meet before the April Board meeting. They are working on upcoming events.

Facilities Committee Report

The front door was damaged in the recent storm by high winds. The door blew open and the closer tore off the door. The boiler needed various repairs totaling \$1,350. This expense was unanimously approved. The side door requires replacement and re-keying of all doors will be explored in conjunction with that work. Terry will present a proposal at the April meeting. Given the increasing frequency of facilities and other large expenses, the Board approved a motion to raise Terry’s spending authority to \$1,500.00.

Special Events

Planning is underway for the Book and Author Luncheon. Several ideas for authors were presented and discussed.

Director's Report

A full report was prepared and distributed in advance. Terry Lucas summarized some highlights. She is exploring the Library becoming a "Passport Acceptance Facility". While Post Offices typically provide this service, the Shelter Island Post Office does not. This initiative would not only make the service available on the Island, but would generate additional revenue for the Library. Other libraries in Suffolk County are doing this.

New Business

Terry proposed purchasing and installing "Cassie Computer Stations" that will control required logins to the Library computers by patrons. The New York State Annual Report requires these statistics and accuracy is important. Four libraries were contacted who use the system and their experience with it has been positive. It was proposed that the system be bought to cover 12 computers at an initial cost of \$2,188.00 and an annual update cost of \$328. The system comes with a trial period. Motion was unanimously approved.

Adjournment

The meeting was adjourned at 8:00PM.

Respectfully submitted by: Michael J. Bebon, Secretary