



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  
April 9, 2018**

***MINUTES OF MEETING***

**Board members present:** Dave Roggie, Don Dunning, Bill Martens, Peter Farrar, Brett James, Judy Hole-Surratt, Tom Hashagen, Julia Brennan, Charlie Weiner, Mary-Faith Westervelt, Linda Kraus, and Mike Bebon

**Board members excused:** Jody Geist  
Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:00pm.

**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 higher than typical for a month under the new 2018 budget. This was due in part to several non-recurring expenses including travel, and a one-time payment of \$15,960 for Live-brary downloads.

Total Revenue is tracking to plan, with program revenue slightly behind, as expected at this point in the year. Most expense accounts are running at expected levels, with utilities higher, but expected to level out across the year. Maintenance and Repair costs are running significantly ahead, a consequence of the age of the building and building systems, and are expected to exceed the budget. Staff costs are

running slightly behind, with staffing now at planned levels. The typical surplus in this account will be well below previous years.

The Treasurer's report was unanimously approved.

#### **Audit Report:**

The Management Letter associated with the Audit Report was discussed. It was noted that many items from previous reports had been addressed and only two issues were identified in this year's report. One was acknowledged in the report as being a consequence of the size of the operation and likely not actionable. The other was the ability of the Director and Assistant Director to sign checks. A proposal was made to take the following steps to resolve this control weakness:

- The Library Director (T. Lucas) and Assistant Director (L. Dickerson) will be removed as authorized signatories from the Library Bridgehampton National Bank accounts.
- The Director and Assistant Director will retain the ability to transfer funds between the Bridgehampton National Bank accounts.
- A new account will be opened on which the Director and Assistant Director (only) will be authorized to write checks, but this account will be limited to \$2,000.
- Requests to add funds to the new account to restore the balance to \$2,000 are expected to be infrequent. When needed, they will be formally requested by the Director and require the approval of 2 Board members.
- Mary-Faith Westervelt will be added as a signatory to the main checking account.
- The Library Bylaws and Policy will be modified as required.

The above steps were framed as a motion that was seconded and unanimously approved.

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

Friends met on April 13<sup>th</sup>. They are planning a future event involving a steel drum band. The Director will be submitting a request for Friends to support the purchase of art for the Children's' Library (Peter Waldner will produce the artwork), as well as support for Tent Week and an adult summer reading program. Friends has requested to purchase a shed to store their materials onsite.

#### **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. This was repaired at a cost of \$3,000 due to damage of the associated electrical handicapped controls. An application to the insurance company has been submitted. Deductible is \$1,000. A chain will be added to prevent a recurrence. An estimate to replace the side door has been requested. An estimate is also being requested to re-key all doors and provide the ability to lock down from the inside.

### **Special Events**

Planning continued last month for the Book and Author Luncheon, however, there has been difficulty in recruiting an author. Several options were discussed including shifting the date to the fall since getting all arrangements in place to support a May date is not feasible at this point. The event has been held in the fall in the past, and could be combined this year with a celebration of the 10<sup>th</sup> anniversary of Friday Night Dialogues. The decision to move it to the fall was accepted and planning will now proceed with that objective.

### **Director's Report**

A full report was prepared and distributed in advance. Terry Lucas summarized some highlights.

### **Old Business**

The draft of the Community Engagement Plan, prepared to implement the efforts to obtain community input on the draft Strategic Plan was presented and discussed. It will be distributed to the full Board and comments are requested within two weeks (by 4/23). A PowerPoint presentation and brochure will be developed for Board members to use when meeting with community members and groups. The target date for publication of the Strategic Plan is July 31<sup>st</sup>.

### **Adjournment**

The meeting was adjourned at 8:20PM.

Respectfully submitted by: Michael J. Bebon, Secretary