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**SHELTER ISLAND PUBLIC LIBRARY** *Serving the Shelter Island Community Since 1865*

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY  
BOARD OF TRUSTEES MEETING  
December 10, 2018**

***MINUTES OF MEETING***

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

**Board members excused:** Judy Hole-Suratt, Jody Geist, and Charlie Weiner

**Also attending:** Terry Lucas, Library Director

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

**Secretary's Report:**

The minutes of the September 10, 2018 meeting, prepared and distributed in advance, were approved unanimously.

**Public Expression:** No members of the public were present.

**Correspondence:** None

**Treasurer's Report:**

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports for November were presented by the Treasurer. It was noted that November was a three-payroll month. Several warrants were explained. The warrants were unanimously approved.

Income remains strong and above budget. The tennis tournament resulted in additional/un-budgeted revenue. Most expenses were at or under budget except for staff health insurance costs. Building maintenance and repair costs are running above budget reflecting the aging infrastructure. Capital costs are low, but do not yet reflect the side door project cost. Expenses for children's books are running significantly under and a recommendation was made to increase purchasing in this area.

The Investment Committee report was distributed and discussed. Recent stock market fluctuations affected the portfolio, however, since the purpose of the portfolio is to generate income for the Children's program, these fluctuations are not a major concern.

The Treasurer's report covering November was unanimously approved.

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

A written report was distributed. Friends will be purchasing a storage shed for their use. They will handle any required permits and approvals. The shed is expected to be approximately 10'x14'.

#### **Facilities Committee:**

The side door has been installed and has been well-received by staff. Some issues resulted from the separate delivery of the door and the frame for the glass. Additional painting work will be completed when the weather warms in the Spring.

#### **Planning Committee**

A subset of the Committee met on 12/8 to discuss the annual planning process. The practice of goal-setting for the year will now be guided by the goals and objectives in the recently issued Strategic Plan. The Library Director will review the Strategic Plan goals and objectives, identify specific actions to be taken in 2019, and submit a 2019 Annual Plan to the Committee for review in January. Comments will be resolved, and the 2019 Annual Plan submitted to the Board for approval. Future meetings will discuss the respective roles and responsibilities of the Planning Committee, Facilities Committee, and Communications Committee for the work associated with analyzing a potential expansion project.

#### **Director's Report:**

A full report was prepared and distributed in advance. Several libraries are joining an Employee Assistance Program (EAP) through BOCES. The cost will be \$170 per year. Library policies are being reviewed and revised as needed. The Director will present 3-4 at each future Board meeting for approval. The goal is to complete the Policy Manual update by the end of 2019. Several computers being excessed by Rogers Memorial Library were taken. They will be used to replace some existing computers and possibly in support of a future computer training course.

#### **President's Discussion**

The President noted that 2019 goals need to be developed and that they will tie into the Strategic Plan. Each Board member was asked for input. The suggestions were:

- Planning for enhanced fund-raising

- Increased attention to assessment of the maintenance and capital renewal needs of the Library building
- Upgrade the website (noted that this should be coordinated with the Communications Committee)
- Focus on creation of quiet space
- Provide more computer education programs
- Bring in Library specialists to assist with various initiatives
- Consider a Community Advisory Board (this has been successful at other libraries)
- Increase the availability of public meeting space
- Increase awareness of the Strategic Plan through increased publicity

A Board member suggested considering use of other venues around Shelter Island for programs as a way to minimize impacts on the taxpayers and to learn what types of space will be needed if an expansion project is determined to be required. The Director expressed concern that using other venues for programs may cause people to perceive that they are not "Library programs". There have been instances in the past where this has occurred, particularly with jointly sponsored programs. The Director agreed to experiment with the approach.

#### **New York Library Association Sustainable Library Certification Program**

The Director briefed the Board on this certification program. The program awards points for various energy conservation programs and features, as well as for economic and social sustainability attributes. Certification requires 90- out of 200 points. Program cost is \$540 for the certification, and the Director proposed that the library participate. The Board enthusiastically agreed and noted that Sustainability and resilience were specific goals and objectives within the Strategic Plan.

#### **Special Events**

Linda Kraus is coordinating the Appreciation Party that will be held on January 26, 2019. The next Board meeting will be January 14, 2019.

#### **Executive Session**

The Board moved into Executive Session at 8:25pm to discuss personnel matters. The Board resumed the public meeting at 8:40pm.

#### **Board Approvals**

The Board unanimously approved (with minor changes to the HR Committee's recommendation) salary increases for the staff for 2019.

The Board unanimously approved a holiday bonus for the Director and a level of funding for staff holiday bonuses to be given in December 2018.

**Adjournment**

The meeting was adjourned at 8:45pm.

Respectfully submitted by: Michael J. Bebon, Secretary