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

**SHELTER ISLAND PUBLIC LIBRARY SOCIETY
BOARD OF TRUSTEES MEETING
January 14, 2019**

MINUTES OF MEETING

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

Board members excused: Charlie Weiner

Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:02pm.

Secretary's Report:

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

Public Expression: No members of the public were present.

Correspondence: Thank you letters were received from the Shelter Island Food Pantry and The Retreat.

Treasurer's Report:

The previously distributed Warrant Report, Income Statement, and Income Statement– Capital Endowment reports for December were presented by the Treasurer. It was noted that were slightly higher than usual due to the side door project. Several warrants were explained. The warrants were unanimously approved.

Income remained strong and finished the year above budget. Most expenses were at or under budget except for staff health insurance costs. Building maintenance and repair costs were above budget

reflecting the aging infrastructure. It is expected that there will be a slight budget underrun at the end of 2018.

The Investment Committee reported that the portfolio return was favorable for 2018 when compared with the Dow and the S&P 500.

The Treasurer's report covering November was unanimously approved.

Friends of the Shelter Island Library Report:

A written report was distributed. It was noted that Shelter Island Friends provides more support to the Library than any other such organization on Long Island.

Facilities Committee:

With the side door completed, the committee will focus on maintenance needs inside the building, primarily painting and plumbing repairs. An electric hand dryer will be considered for the restrooms.

Planning Committee

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. The Planning Committee will provide their comments and present the Plan to the Board in February. The committee will work to advance the full 2019 agenda for all goals in the Strategic Plan, but a major effort is expected on the space issue and the potential need for expansion. The Committee proposed expanding the membership to include 3 new members; two from the community and one from the Library staff. The expanded membership coupled with periodic meetings with larger groups from the community will enable appropriate stakeholder engagement in the space planning process. The Board concurred in the proposed membership expansion.

Special Events

Arrangements are in place for the Appreciation Party to be held on January 26th. The Book and Author Luncheon will be held at noon on June 22nd at Gardiners Bay Country Club. The Club can accommodate up to 150 people. Donations and contributions will be solicited to bring down the ticket price.

Nominating Committee

The Nominating Committee presented the following slate of individuals to serve as Board members for a three-year term: Jody Geist, Tom Hashagen, Brett James, and Charlie Weiner. The proposed slate was approved unanimously

Director's Report:

A full report was prepared and distributed in advance. The bank account balances report was distributed and discussed. The Board Confidentiality Policy and Conflict of Interest Policy were distributed to the Board members, reviewed and the Conflict of Interest Policy signed by all Board members and returned to T. Lucas. The Director is participating in a cross functional team called the "Interdisciplinary Group" that has been formed to foster coordination among all Shelter Island institutions with the goal of addressing community issues and assist individuals. The group will meet quarterly.

Document Revisions and Approvals

ByLaws – The Bylaws were reviewed. Several minor changes were suggested and the Planning Committee was added as a standing committee. The ByLaws as amended were unanimously approved.

Policies – The Annual Audit Policy was discussed and it was decided that it be tabled until the February meeting. The At Will Policy was unanimously approved. The Benefits of Employment Policy was amended in the areas of health insurance, vacation and sick leave and unanimously approved as amended.

Committee List – The President distributed the proposed Committee membership list and asked Board members to contact him with suggested comments and changes.

Adjournment

The meeting was adjourned at 8:47pm.

Respectfully submitted by: Michael J. Bebon, Secretary