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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 11, 2019**

MINUTES OF MEETING

Board members present: Dave Roggie, Don Dunning, Linda Kraus, Bill Martens, Judy Hole-Suratt, Mary-Faith Westervelt, and Mike Bebon

Board members excused: Julia Brennan, Peter Farrar, Charlie Weiner, Tom Hashagen, Jody Geist, Brett James

Also attending: Terry Lucas, Library Director

President Dave Roggie called the meeting to order at 7:05pm.

Secretary's Report:

The minutes of the January 19, 20189 meeting, prepared and distributed in advance, were approved unanimously.

Public Expression: No members of the public were present.

Correspondence: No correspondence

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 it was a quiet month with normal monthly expenditures. Several warrants were explained. The warrants were unanimously approved.

Income remained strong and finished the year above budget. New York State aid exceeded expectations by \$2K. Most expenses, including staff costs were tracking to budget. The first funding from the Town was received.

The Investment Committee reported that the portfolio return was favorable and almost back at the October 2018 high.

The Treasurer's report covering November was unanimously approved.

Friends of the Shelter Island Library Report:

A written report was distributed. Friends still considering purchase of a storage shed for their needs.

Facilities Committee:

The Committee requested authorization to continue installation on LED lighting on the main floor level. The Board unanimously approved \$4,000 for this purpose. A leak during a recent storm caused minor damage. Four books were damaged. To prevent future such leaks, there is a need to remove gutters, replace the rotted fascia board behind them, and install new 6" gutters (vs the current 5"). The Committee will get an estimate for this work. The Board unanimously approved up to \$6,000 to do both sides of the building.

Planning Committee

The Library Director submitted a 2019 Annual Plan to the Committee proposing activities related to the Strategic Plan goals and objectives. The Planning Committee will provide their comments to the Director after review of the document. The Director will distribute the Annual Plan to the full Board. The Plan will be discussed at the March Board meeting.

Special Events

The logistics of upcoming events was discussed and actions assigned. The Board recommended keeping the tennis tournament at the school this year.

Director's Report:

A full report was prepared and distributed in advance. The bank account balances report was distributed and discussed. Work continues on the New York State annual report. The Library's accountant is assisting in the effort. The Trivia night was very successful.

New Business

Transfer from the Patterson account will be tabled until the March meeting. A motion to transfer the 2018 surplus with 50% going to the Capital account and 50% to the Fund for the Future was unanimously approved. M. Bebon requested to step down as Secretary due to other commitments. Linda Kraus was elected by the Board to fill the position of Secretary.

Document Revisions and Approvals

Mission Statement – No changes proposed. Unanimously approved

Access to Public Records – Unanimously Approved with minor changes.

Board Confidentiality Policy - Unanimously Approved with minor changes.

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 7:35pm.

Respectfully submitted by: Michael J. Bebon, Trustee