

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
April 8, 2019**

MINUTES OF MEETING

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

Board members excused: Peter Farrar, Charlie Weiner

Also attending: Terry Lucas, Library Director

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

Secretary's Report:

The minutes of the March 11, 2019 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 treasurer's report was delivered by Bill Martens. The previously distributed Warrant Report was reviewed, and a few items explained.

The Profit and Loss Statements were presented, reviewed and a few items explained. As we are one quarter into the year, not much revenue has been generated. The staff expense is the biggest item on the budget with health insurance expenditures at 36%. Our library has four staff members eligible for health insurance and all four are taking the health insurance. Dave questioned Terry if most libraries offer health insurance to staff members and Terry reported many pay 80% of the cost.

Health care and electronics remain the largest expense. The Treasurer's report was unanimously approved.

The Investment portfolio is doing well in this strong market and the Patterson fund continues to grow. There are three other funds that are restricted. We will be checking with the accountant to investigate combining these funds. Discussion followed explaining the Patterson fund and its restrictions. Bill Martens motioned to propose moving \$60,000 from Patterson fund to general account to reimburse previously expensed children's and youth costs. The proposal was accepted unanimously.

Friends of the Shelter Island Library Report:

No written report was received this month. Terry said the Friends are looking into purchasing a shed, planning on Suds and Song, and Tag Sale this summer. We are asking friends for approximately \$8000 to cover the following estimated expenses: Book Browse-\$200, Tent Week \$3000, Jocelyn Summer Reading Program \$700, Virtual reality \$2500, Craft Program \$200 per month. We previously received \$500 from Shelter Island Educational Foundation.

Facilities Committee:

Don Dunning reported he received 2 estimates regarding gutters prices ranging from \$2800 to greater than \$5000. Don recommended using Steve Catrell for \$2850. New thermostats installed last month. Staff instructed on use. All thermostats now the same.

Planning Committee

Julia and Terry met with architectural firms pro bono. Each group looked at a different way in the library's expansion. We hope to have the different firms get to know us as a library. To become aware of our strengths and limitations, helping to focus in on the best expansion plan. The goal is to have a proposal for a feasibility study to provide a basic schematic design for review.

It was presented that Montauk's library expansion is being financed by a bond. Terry will try to get the pamphlet explaining their expansion for all to review.

Special Events

Jody Geist reported the Book and Author luncheon is scheduled for June 22, 2019 at Gardiner's Bay Country Club. Cost from the club is \$35 per person. Discussion occurred regarding ticket price, publicity, and menu. Tickets will be available for sale on line. We will be looking into a possible donation of wine/champagne inclusion via donation. Dave and Terry said we will be sending notices of the event to all publications about 7-8 papers/online publications. Tom and Jody will be working on setting up a video clip of the author for advertisement of the event. Prize/raffle at the event discussed.

Director's Report:

A full report was prepared and distributed in advance. Mary Larsen will present a program on septic systems and grants. Terry reported on the new multidiscipline group meeting every 3 months. This group will share knowledge on services available and service that are needed in the community.

Jeremy is working on the library's website. In 2 months, he will provide a presentation to the board. National Library Week is this week. Terry reports the staff is "happy and electric".

New Business

Terry presented the 2019 New York State Report financial data section. Discussion followed. Motion to approve. Unanimously approved.

Policy Document Revisions and Approvals

Charge to Human Resources Committee – unanimously approved with minor changes.

Circulation Policy- unanimously approved with minor changes

Code of Conduct Policy- will revisit

Photography and Filming Policy- unanimously approved with minor changes

Adjournment

The meeting was adjourned at 8:30pm

Respectfully submitted by Linda Kraus, Board Secretary