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

**SHELTER ISLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 18, 2019  
MINUTES OF THE MEETING**

**BOARD MEMBERS PRESENT:** Dave Roggie, Don Dunning, Linda Kraus, Bill Martens, Judy Hole-Surratt, Mary Faith Westervelt, Julia Brennan, Tom Hashagen, Brett James, Jo-Ann Robotti

**EXCUSED:** Mike Bebon, Jody Geist

**ALSO ATTENDING:** Terry Lucas, Library Director and Amber Talmage from Hamptons Bookkeeping Services.

**SECRETARY'S REPORT:** The minutes of the October 21, 2019 meeting, prepared and distributed in advance, were approved unanimously.

**PUBLIC EXPRESSION:** No members of the public were present.

**CORRESPONDENCE:** No correspondence

**TREASURER' REPORT:**

Terry Lucas introduced Amber Talmage the new bookkeeper. Amber discussed her responsibilities including biweekly bill receipts and tax deposits into QuickBooks. She verifies transactions, reconciles all accounts and does payroll taxes.

Terry states checks of payment are usually processed within 30 days of receipt. Terry reports there is good communication between, Laura, Terry, and Amber.

Amber then left the meeting.

Bill Martens delivered the treasurer's report. 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.

Tom Hashagen made a motion to accept the Warrants and the Profit and Loss Statement. Brett James seconded. The motion passed unanimously.

### ***Committee Reports:***

#### **FRIENDS OF LIBRARY REPORT:**

A written report from the friends was distributed and presented by Terry Lucas. Terry reported the Turkey Plunge is being held on Saturday November 30, 2019.

#### **FACILITIES:**

Don Dunning reported the vestibule hooks are now in place. He is still working on getting the railing repainted.

Tom Hashagen and Julia Brennan stated they would like to take a walk around the library building with Don to see where future repairs may be needed. Don will arrange a time with them.

#### **DIRECTOR'S REPORT:**

The director's report was previously prepared and distributed. A few items were reviewed by Terry.

#### **NEW BUSINESS:**

Replacement for retired board member Charlie Weiner was discussed. Barbara Groves has been contacted and is interested in the position.

Barbara retired a few years ago and now makes Shelter Island her year-round home. Barbara has a background as a professional fundraiser and has most notably been instrumental in bringing the Great Decisions Program to the Shelter Island Library.

Jody Geist moved that Barbara Groves should be chosen to replace Charlie Weiner on the Shelter Island Board of Trustees. Don Dunning seconded. Unanimously approved.

The Annual Board of Trustee meeting will be Saturday January 25, 2019 at 10am.

The volunteer appreciation party is Saturday January 25, 2019 from 5-7pm. A list of food items to be contributed by the board was passed around. Dave asked the board members to get in touch with him to advise of their ability to attend.

Terry discussed the hiring of the new children's librarian. David Beales, who was interviewed and found to be qualified. He will be able to start January, 2020. Tom Hashagen moved to approve the hiring of David Beales as the new children's librarian. Seconded by Julia Brennan. Unanimously approved.

With respect to the SCLS budget, Jo-Ann Robotti who is currently a member of the SCLS Board of Trustees, shared some of the work that the SCLS is involved in including interlibrary loan and library outreach.

Bill Martens moved to accept the 2020 Budget for SCLS. Seconded by Brett James. Unanimously approved.

*The Petty Cash Policy* was previously distributed and reviewed. Minor changes were made. Julia Brennan moved to approve the policy with changes. Seconded by Brett James. Unanimously approved.

*The Payment of Bills Policy* was previously distributed and reviewed. Minor changes were made. Julia Brennan moved to approve the policy with changes. Seconded by Brett James. Unanimously approved.

**OLD BUSINESS:**

Jo-Ann Robotti has agreed to be an additional member of the nominating committee.

A discussion of the Macmillan issue occurred. Terry asked the board to approve that the Shelter Island Library should not purchase any Macmillan hardcover books for a period of 8 weeks after release. At that time, she would reevaluate the library's need of the book determined by the amount of holds placed on the book. Discussion ensued and all present agreed to the temporary suspension of all purchases from Macmillan for the foreseeable future.

Julia Brennan made a motion to move forward in hiring Beatty Harvey Coco for the library feasibility study, with a price not to exceed \$15,000.00. Bill Martens seconded. Unanimously approved.

**ADJOURNMENT TO EXECUTIVE SESSION AT 8:15PM**

**RETURNED TO PUBLIC MEETING AT 8:17PM**

Bill Martens moved to approve increase in compensation to Mary Theinart until Mary goes on maternity leave. Julia Brennan seconded. Unanimously approved.

**ADJOURNMENT:**

The meeting was adjourned at 8:25pm

Respectfully submitted

Linda Kraus  
Secretary