



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
October 18, 2018**

Board Members Present	Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Amy Schuler, Gina Shelton, Rebecca Gerald, Barbara Petruzzelli, Merribeth Advocate, Mark Colvson
Board Members Excused	Mary Ellen Leimer, Floyd Lattin, Laura Streett, Duane A. Watson, Kari Mack
Representing SENYLRC	Tessa Killian
Call To Order	<i>R. Hubsher called the meeting to order at 9:35am.</i>
Approval of Agenda	<i>M. Advocate made a motion to accept the agenda as presented. Seconded by G. Shelton. Motion carried.</i>
Approval Of Minutes of the Meeting	The minutes of the September 20, 2018 meeting were presented to the Board of Trustees. <i>C. Thomas made a motion to accept the minutes as presented. Seconded by E. Rubin. Motion carried.</i>

New/Old Business	
Fiscal Report for September 2018	
Motion to accept the Fiscal Report for September 2018	<i>E. Rubin made a motion to accept the Fiscal Reports as presented. Seconded by G. Shelton.</i> T. Killian noted the following: <ul style="list-style-type: none"> • about 75% of the membership dues have been submitted, on track with last year at this time • increased state aid is reflected in the report • the Main Street America group figure is not a vendor expense, it's revenue, and will be relocated in future reports
Motion to approve and file the fiscal reports	<i>A. Schuler made a motion to approve and file the fiscal reports as presented, with the understanding that T. Killian will pursue the matters discussed. Seconded by C. Thomas. Motion carried.</i>
Report from the Building Taskforce	
Motion to approve Report from the Building Taskforce	<i>M. Advocate made a motion to approve in principle the construction project that was outlined and authorize the Executive Director to enter into a contract with an engineering/architectural firm to design and oversee the</i>

	<p><i>construction project and to pay said firm up to a maximum of \$10,000. Seconded by A. Schuler.</i></p> <p>R. Hubsher led discussion of the Report from the Building Taskforce, noting the following:</p> <ul style="list-style-type: none"> • Final contractor figures for the project’s cost, especially regarding the entry walkway/proposed ramp, are pending design plans for construction; these plans will come from the architectural engineering firm; • Once the drawings are in, the Building Committee will review and send their recommendations to the Board of Trustees; • All presented repairs and upgrades are relevant and worthwhile to maintain both safety and the investment that is Southeastern’s headquarters; • ADA compliance will be observed as required by law; • The general timeline is to complete the work by the end of the 2018-2019 fiscal year, with the intent of doing the work thoughtfully; • It’s expected that the design professional will work with the contractor throughout the project, to assure specifications are met or to address any unforeseen adjustments as work proceeds. <p>Trustees inquired about the unallocated balance to be drawn upon for this work. Future fiscal reports will include that balance. It’s expected the full scope of the work will utilize about half of that balance.</p> <p>Trustees inquired/commented on the following points:</p> <ul style="list-style-type: none"> • A subcontractor indemnification document should be drawn up and signed; • Building permits generally require specifications for electrical work; this should be determined with the vendor(s); • Any options for sustainability in materials and design should be considered (permeable concrete, for example). <p><i>R. Hubsher called the question. Motion carried.</i></p>
<p>Review and Endorse the ALA Library Bill of Rights</p>	
<p>Motion to Endorse the ALA Library Bill of Rights</p>	<p>R. Hubsher led discussion of the ALA Library Bill of Rights. The document has undergone multiple revisions since its drafting in 1939 to keep pace with developments in technology and library use.</p> <p>ALA’s website provides the Bill of Rights, as well as multiple interpretations of its contents for practical use by librarians in</p>

	<p>developing their policies.</p> <p>It was suggested that the Board of Trustees endorse the Library Bill of Rights and that Trustees and staff of Southeastern advocate its merits, and the merits of endorsement, to the membership. Southeastern staff will endeavor to uphold its principles in their work.</p> <p><i>B. Petruzzelli made a motion to endorse the ALA Library Bill of Rights. Seconded by M. Advocate.</i></p> <p>It was noted that academic and public libraries may already be familiar with the ALA Library Bill of Rights, while historical and cultural heritage institutions and societies may need additional outreach.</p> <p><i>R. Hubsher called the question. One abstention due to absence from discussion. Motion carried.</i></p> <p>It was requested that information on the Library Bill of Rights be included in future Trustee orientation materials and that Trustees absent today be brought up to speed on the discussion. It was also suggested that the Board's endorsement and information on the Library Bill of Rights be noted in the next Southeastern newsletter and that the Continuing Education Committee consider programming around the Library Bill of Rights.</p>
<p>HLSP Agreement Revisions</p>	
<p><i>Motion to accept the Southeastern Membership and HLSP Needs Assessment Sheet</i></p>	<p>R. Hubsher led discussion of the HLSP Agreement Revisions, noting the following:</p> <ul style="list-style-type: none"> • Trustees were presented an assessment sheet and two agreement documents, one that includes VITAL staffing and one without. • These documents have seen revisions from the Board, Southeastern's lawyer, and the HLSP committee. <p><i>E. Rubin made a motion to accept the Southeastern Membership and HLSP Needs Assessment Sheet as presented. Seconded by G. Shelton.</i></p> <p>Trustees made a number of suggestions to revise the documents for consistency, clarity, to fully outline services provided, and to detail the responsibilities of both the provider and beneficiaries.</p> <p>Assessment Sheet revision highlights include:</p> <ul style="list-style-type: none"> • Introduction note indicating prerequisites to receive a New York State HLSP e-resources grant subsidy;

	<ul style="list-style-type: none"> • 5(a) and 5(b) added note “with a master’s degree in library and information science” after instances of “librarian”; • Note on next steps for a positive result to questions 5(a) and 5(b); • “Please certify your answers by signing below” added; and, • “Authorized Representative” added to signature line.
<p><i>Motion to table approval of the HLSP Agreement Revisions</i></p>	<p><i>B. Petruzzelli made a motion to table approval of the HLSP Assessment Sheet Revisions until the next Board of Trustees meeting, pending further revision. Seconded by M. Colvson. Motion carried.</i></p>
<p><i>Motion to accept the HLSP Agreement Documents</i></p>	<p><i>E. Rubin made a motion to accept the HLSP Agreement documents as presented. Seconded by B. Petruzzelli.</i></p> <p>Agreement with VITAL Staffing revision highlights include:</p> <ul style="list-style-type: none"> • A.2. “Visiting Information professionals To provide Adequate Library Staffing or “VITAL Staffing” service” added; • Asterisk added to “HLSP E-Resources package” within HLSP Services chart, to indicate subsidy provided on condition of VITAL staffing; • D.3. Southeastern maintains an authentication service (Ezproxy) for “authorized” access to e-resources...; • E.4. Inclusion of “with a master’s degree in library and information science” after instances of “librarian”; • E.7. Bulleted list of VITAL Librarian services added; • E.8. Note added to specify that hospitals shall determine the number of hours “VITAL Librarian services” are needed in each six-month period; • E.11. “The Hospital commits to paying for Vital Staffing for a 12 month Term” added; • E.13. and E.14. added to outline termination/cancellation/renewal information; and, • G.2. added to note no refunds in case of Hospital terminating Southeastern membership. <p>Agreement (without VITAL Staffing) revision highlights include:</p> <ul style="list-style-type: none"> • A.2. typo fixed in chart asterisk; • D.3. Southeastern maintains an authentication service (Ezproxy) for “authorized” access to e-resources...; and, • F.2. added to note no refunds in case of Hospital terminating Southeastern membership. <p>It was determined that the Agreement documents be likewise tabled and all HLSP documents be provided to Trustees for a period of review so that the above and any additional comments and suggestions can be applied and presented at the November Board of Trustees meeting.</p>

2019 Annual Meeting

T. Killian led a discussion of the 2019 Annual Meeting, noting that venue deliberations are underway and include the USMA campus, the Thayer Hotel just off the West Point campus, and the Bear Mountain Inn (Palisades Park Service is a Southeastern member).

Trustees discussed the benefits (financial, logistic) of limiting meals to either breakfast or lunch only; it was noted that the lunch hour is valued by the membership as a time to network and engage their peers.

T. Killian will present venue and speaker recommendations at the November Board of Trustees meeting.

Informational Items

Director and Staff Reports

T. Killian led discussion on Director and staff reports, noting the following:

- Carolyn Bennett Glauda held a meeting of the Continuing Education Committee too outline programming for 2019;
- Zachary Spalding, Kelsey Milner, and Jen Palmentiero are working on the HRVH migration and aim to complete the process by the end of the fiscal year;
- Jen Palmetiero is also working on Empire ADC; the project is currently working on a statewide funding model and intends to bring on a business plan consultant to determine how to accomplish this goal.
- Southeastern's Lynda.com contract expires in December and due to changes to their licensing, the Council will not renew. A replacement search is underway.

President's Report

The Board of Trustee President had nothing specific to report at this time.

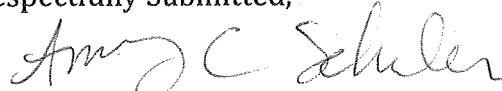
Good of the Order

Trustees discussed holding a Board and Staff Breakfast/Lunch; date to be determined.

Adjournment

E. Rubin made a motion to adjourn at 12:05pm. Seconded by B. Petruzzelli. Motion carried.

Respectfully Submitted,



Amy Schuler,
Treasurer