



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
January 17, 2019**

<b>Board Members Present</b>	Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Amy Schuler, Rebecca Gerald, Barbara Petruzzelli, Mary Ellen Leimer, Floyd Lattin, Laura Streett, Kari Mack
<b>Board Members Excused</b>	Gina Shelton, Mark Colvson, Duane A. Watson
<b>Representing SENYLRC</b>	Tessa Killian, Alice Graves
<b>Call To Order</b>	<i>R. Hubsher called the meeting to order at 9:40am.</i>
<b>Approval of Agenda</b>	<i>B. Petruzzelli made a motion to accept the agenda as presented. Seconded by M.E. Leimer. Motion carried.</i>
<b>Approval Of Minutes of the Meeting</b>	The minutes of the November 15, 2018 meeting were presented to the Board of Trustees. <i>E. Rubin made a motion to accept the minutes as presented. Seconded by M.J. Russell. Motion carried.</i>

<b>New/Old Business</b>	
Fiscal Reports for November and December 2018	
<b>Motion to accept the Fiscal Report for November and December 2018</b>	<i>F. Lattin made a motion to accept the Fiscal Reports as presented. Seconded by C. Thomas.</i>  T. Killian noted the following: <ul style="list-style-type: none"> <li>• p.19: the large figures in the Vendor Summary are budgeted, annual December payments (hospital members have been billed for their amounts)</li> <li>• Interest income is increased comparative to previous years</li> </ul>
<b>Motion to approve and file the fiscal reports</b>	<i>A. Schuler made a motion to approve and file the fiscal reports as presented. Seconded by F. Lattin . Motion carried.</i>
Report from the Building Taskforce: Budget Request	
<b>Motion to approve Budget Request from the Building Taskforce</b>	<i>E. Rubin made a motion to authorize the Executive Director to undertake the construction project as outlined with a maximum expenditure of \$150,000. Seconded by M.E. Leimer.</i>  Trustees were provided detailed plans for the walkway/ramp portion of the construction project. These plans were first provided to the Building Committee as part of their

	<p>discussion/determination of the project scope. The \$150,000 maximum figure is based on the current projected cost of the project(s) totaling around \$138,000. The Committee wishes to give the Executive Director the authority to proceed, less any major changes that would require Board approval.</p> <p>T. Killian led discussion of the Report from the Building Taskforce, noting the following:</p> <ul style="list-style-type: none"> <li>• The work is to include a new roof, HVAC upgrades, interior painting throughout the building, new carpets in select areas, interior repairs, parking lot upkeep, LED light upgrades, an updated security system, and the walkway/ramp as outlined in the plans.</li> <li>• A general contractor will oversee major construction work while the staff organizes other portions (HVAC, LEDs, etc.).</li> </ul> <p><b><i>R. Hubsher called the question. Motion carried.</i></b></p>
<p>Hospital Libraries VITAL Staffing Service Approval</p>	
<p><b>Hospital Libraries VITAL Staffing Service Approval</b></p>	<p><b><i>B. Petruzzelli made a motion to implement the VITAL Staffing initiative as outlined and in accordance to the timeline presented. Seconded by M.J. Russell.</i></b></p> <p>A. Graves briefed Trustees on the 12-week long pilot program, noting an increase in online resource usage, excited and positive staff engagement, and the institution’s desire to continue the service and have a librarian available for their needs.</p> <p>Trustees discussed whether any change to the pilot program’s parameters is called for and decided that the best course is to let it continue to play out as designed before undertaking any adjustments to allocations of staff time/pricing.</p> <p><b><i>R. Hubsher called the question. Motion carried.</i></b></p>
<p>Report from the Trustee and Officer Nominating Committee: Trustee Nomination</p>	
<p><b>Report from the Trustee and Officer Nominating Committee: Trustee Nomination</b></p>	<p><b><i>E. Rubin made a motion on behalf of the Trustee and Officer Nominating Committee to approve of Laurie Shedrick filling the vacated Board position.</i></b></p> <p>E. Rubin led discussion of the Report from the Trustee and Officer Nominating Committee. The Committee has secured Laurie Shedrick from the Mid-Hudson Library System to fill Merribeth Advocate’s vacated seat on the Board until June, and then be up for election for the unexpired term.</p> <p>L. Shedrick will start as a Trustee at the March 2019 meeting.</p> <p><b><i>R. Hubsher called the question. Motion carried.</i></b></p>

Report from the Planning and Advocacy Committee: Strategic Planning & Trustee Retreat	
<b>Strategic Planning</b>	<p><b><i>C. Thomas made a motion on behalf of the Planning and Advocacy Committee to align the Strategic Plan and Plan of Service as detailed.</i></b></p> <p>C. Thomas led discussion of the report from the Planning and Advocacy Committee. At the October 18 meeting, the Committee discussed the difference in the service years between the Strategic Plan, which ends June 2019, and the Five Year Plan of Service, which is ends June 2021.</p> <p>The committee is recommending that we develop action plans for FY 2019/2020 and 2020/2021 based on the current strategic plan.</p> <p>The committee is recommending that the next Plan of Service be aligned with a Strategic Plan/Action Plan that follows the same timeline, beginning FY 2021/2022.</p> <p><b><i>R. Hubsher called the question. Motion carried.</i></b></p>
<b>Board of Trustees Retreat</b>	<p><b><i>C. Thomas made a motion on behalf of the Planning and Advocacy Committee to schedule a Board of Trustees retreat on March 21, 2019, following the Board of Trustees meeting on that date.</i></b></p> <p>The purpose of the retreat is:</p> <ul style="list-style-type: none"> <li>• Team building</li> <li>• Discuss the role of Trustees in helping Southeastern fulfill our mission</li> <li>• Discuss the role/obligations/duties of Trustees</li> <li>• The committee decided that the Planning Committee and staff can plan and moderate the retreat.</li> </ul> <p><b><i>R. Hubsher called the question. Motion carried.</i></b></p>
New York Library Association 2019 Advocacy Agenda	
<p>The legislative agenda for 2019 includes a much larger budgetary ask than in previous years and several new elements. <a href="https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=1536&amp;MenuKey=advocacy">Please visit NYLA's page to see the complete advocacy agenda</a> (https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&amp;DocID=1536&amp;MenuKey=advocacy).</p> <p>Highlights include:</p> <ul style="list-style-type: none"> <li>• The new name: Support New York IDEALS: Increasing Democratic Engagement through Adaptive Library Services - \$200M for Statewide Library Aid</li> <li>• Building Sustainable Communities: \$75M for Library Capital Infrastructure Improvements</li> <li>• Libraries Count: Census 2020 - \$40M for Library-Based Complete Count Initiatives</li> </ul>	

- Equitable Access for All New Yorkers:
- Equal Access to School Libraries and Librarians
- Transparent Contracting with Educational Institutions
- Universal Access to the Library Construction Aid Program

NYLA's Advocacy Day is Wednesday, February 27<sup>th</sup> in Albany. Sign-ups for bus transport to and from Albany are available through MHLS and RCLS.

#### Twila Snead Award for 2019

T. Killian led discussion on the 5<sup>th</sup> annual Twila Snead Award. This award is designed to recognize an outstanding member library, cultural heritage organization, program, service, or staff member.

T. Killian requested volunteers to form the ad-hoc award committee, to vet nominations as well as to consider/update the award criteria. R. Gerald and E. Rubin so volunteered.

#### Final Financial Audit Report and Board Report from RBT

The Financial Audit Report and Board Report from RBT were presented to Trustees for their information; these documents were previously reviewed and approved by the Board of Trustees.

#### 2019 Annual Meeting Update

T. Killian led a discussion of Southeastern's 52<sup>nd</sup> Annual Meeting, to be held Friday, June 7<sup>th</sup>, noting the following updates:

- Miguel Figueroa has agreed to be the keynote speaker
- The council has provided a down payment on the Thayer Hotel meeting space
- Details on walking tours of West Point are being worked out

#### Informational Items

##### Director and Staff Reports

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

- HRVH migration: staff members Jen Palmentiero and Kelsey Milner have been hard at work moving collections from HRVH into NY Heritage, having moved four complete collections thus far (Historic Red Hook, Hudson River Maritime Museum, Newburgh, and Vassar), with ten more in the queue.
- The 3<sup>rd</sup> annual SENY-CON will be held on April 5<sup>th</sup>. The event still needs more presenter sign-ups to fill a full day's program. The deadline to apply has been extended and Trustees are asked to suggest any likely participants.
- Trustees were provided a CE flier detailing many upcoming workshops and special interest groups held at Southeastern and in the region.

#### President's Report

R. Hubsher reported the following to Trustees:

- He will be in Washington, D.C., rather than at this year's NYLA Advocacy Day, in order to participate in ALA's National Library Advocacy Day.
- Randall Enos is retiring from RCLS this February after 32 years of service. A scholarship is being established in his name by the statewide Friends group (formerly Empire Friends) for members of Friends groups who have never attended NYLA.

Report from Member Systems
R. Gerald reported that Ulster BOCES will be hiring a SLS Coordinator.
Good of the Order
B. Petruzzelli reported that Mount Saint Mary now has the full seven volume set of the St. John's Bible and is holding a series of three events related to this collection: January 29 <sup>th</sup> on illuminated manuscripts, March 5 <sup>th</sup> to host one of the "special treatment" artists, and on May 4 <sup>th</sup> the Director of the St. John's Bible will talk about sustainability as related to the project.
L. Streett reported that Vassar College seeks to fill the Head of Technical Services and Head of Digital Scholarship positions.
Adjournment
<b><i>E. Rubin made a motion to adjourn at 11:12pm. Motion carried.</i></b>

Respectfully Submitted,

Laura Streett,  
Treasurer