



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
May 16, 2019**

Board Members Present	Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Duane Watson, Laurie Shedrick, Gina Shelton, Amy Schuler, Barbara Petruzzelli, Laura Streett, Mary Ellen Leimer
Board Members Excused	Floyd Lattin, Rebecca Gerald, Kari Mack, Mark Colvson
Representing SENYLRC	Tessa Killian
Call To Order	<i>R. Hubsher called the meeting to order at 9:37am.</i>
Approval of Agenda	<i>E. Rubin made a motion to approve the meeting agenda. Seconded by C. Thomas. Motion carried.</i>
Approval of Minutes of the April 18, 2019 Meeting	The minutes of the April 18, 2019 meeting were presented to the Board of Trustees. <i>M.J. Russell made a motion to accept the minutes as presented. Seconded by L. Shedrick. Motion carried.</i>

New Business	
Fiscal Reports for April 2019	
Motion to accept the Fiscal Report for April 2019	<i>M.E. Leimer made a motion to accept the Fiscal Reports for April 2019 as presented. Seconded by A. Schuler. Motion carried.</i>
Finance and Personnel Committee	
Motion to accept the Executive Director Evaluation	<i>D. Watson made a motion to receive and file the Executive Director evaluation. Seconded by B. Petruzzelli.</i> A. Schuler led discussion of the Executive Director Evaluation, noting the positive staff comments provided to Trustees. <i>R. Hubsher called the question. One abstention. Motion carried.</i>
Motion to approve the Proposed Budget for FY 2019/2020	<i>E. Rubin made a motion to approve the 2019/2020 proposed budget as presented. Seconded by C. Thomas.</i> A. Schuler led discussion of the proposed budget, noting the following points/adjustments:

	<ul style="list-style-type: none"> • There is no increase in State Aid revenue • Southeastern’s insurance plan and staff salary changes are included • A Board of Trustees retreat facilitator is included • Support for the upcoming Strategic Plan cycle is included <p>T. Killian noted pass through income versus income from Southeastern services and fees.</p> <p>R. Hubsher called the question. Motion carried.</p>
Trustee and Officer Nominating Committee	
<p>Motion to exempt the Officer election process from the bylaws as they stand today</p>	<p>E. Rubin made a motion to exempt the Officer election process from the bylaws as they stand today. Seconded by M.E. Leimer.</p> <p>This change would allow the Board of Trustees to appoint officers prior to the annual meeting, eliminate the inconvenient Trustee huddle at the annual meeting, and simply announce the Slate of Officers at that time.</p> <p>R. Hubsher called the question. Motion carried</p>
<p>Discussion for possible bylaws adjustment to section “5.2: Election of Officers”</p>	<p>This procedural adjustment eliminates the possibility that someone could be nominated from the annual meeting floor to be an officer; ideally no one should be an officer unless they’ve been on the Board of Trustees for at least two years.</p> <p>Returning Trustees, if returning within a reasonable time frame from their prior service, could be considered for officer positions.</p> <p>If the bylaws are to be changed, those changes need to be sent to the membership for approval; minor proposed bylaws changes are being gathered/bundled for future revision.</p>
<p>Motion to approve the Slate of Officers as presented</p>	<p>The slate of officers for the 2019/2020 Southeastern Board of Trustees, as proposed by the Trustee & Officer Nominating Committee, is:</p> <p>President - Chuck Thomas Vice-President - Rebecca Gerald Secretary - Laura Streett Treasurer - Amy Schuler Assistant Secretary/Treasurer - Floyd Lattin Immediate Past President - Mary Ellen Leimer</p> <p>R. Hubsher called the question on the committee motion. Motion carried.</p>
Official Designations for FY 2019/2020	

<p><i>Motion to approve the Official Designations for FY 2019/2020</i></p>	<p><i>B. Petruzzelli made a motion to approve the Official Designations packet as presented. Seconded by C. Thomas.</i></p> <p>T. Killian briefed Trustees on the contents of the Official Designations packet:</p> <ul style="list-style-type: none"> • Board of Trustee Meeting Dates (including alternate dates) • Financial Institutions • Legal Advisers • Accounting Firm (name change noted) • Internal Audit and Financial Clerk Designation <p><i>R. Hubsher called the question. Motion carried.</i></p>
<p>Old Business</p>	
<p style="text-align: center;">VITAL Staffing</p>	
<p><i>Motion to approve commitment extension for St. Luke's Cornwall Hospital</i></p>	<p>T. Killian led discussion of VITAL Staffing, noting the following:</p> <ul style="list-style-type: none"> • Three hospital members are currently eligible to participate in VITAL Staffing (Helen Hayes Hospital, Greater Hudson Valley Health Systems, and St. Luke's Cornwall Hospital) • St. Luke's requests an extension to commit until January 2020, to better sync with their fiscal year. If Southeastern does not agree to this extension, the institution would lose their membership and associated services/subsidies July 1 2019. <p><i>A. Schuler made a motion to approve a commitment extension for St. Luke's Cornwall Hospital with the understanding that their 2019/2020 subsidy will be held until the January 1st payment deadline. Seconded by M. J. Russell. Motion carried.</i></p>
<p style="text-align: center;">Twila Snead Award</p>	
<p>E. Rubin informed Trustees of the 2019 Twila Snead Award nominee: Lynn Miller, Sullivan BOCES Director, for the Cross-County Reading Challenge. Lynn's application was comprehensive and fit the Award parameters perfectly.</p> <p>Participants of SENY-Con 2019 are familiar with the Cross-County Reading Challenge because Sullivan BOCES presented on the program and its positive impact on the region at that event.</p>	
<p style="text-align: center;">Annual Meeting 2019</p>	
<p>T. Killian led discussion of the 52nd Annual Meeting of the Council, to be held on Friday, June 7th at the Thayer Hotel, West Point. Trustees who have yet to register were encouraged to do so.</p>	

Informational Items
Director and Staff Reports
<p>T. Killian led discussion of the Director and Staff reports:</p> <ul style="list-style-type: none"> • The Hospital Library Services manager position has been filled; Sarah Holsted starts with Southeastern on June 5th • Staff members Kelsey Milner and Jennifer Palmentiero continue to migrate HRVH collections to NY Heritage; J. Palmentiero is likewise working to update metadata in DPLA for the final harvest before the hub shuts down • New carpeting has been installed throughout Southeastern headquarters • Palisades Interstate Park Commission is joining the Koha special library catalog; the Cary Institute for Ecosystem Studies also joined this year • Staff member Carolyn Bennett Glauda has been busy with continuing education workshops such as the four-part Educator Lab series and a well-attended Marketing Toolbox program.
President's Report
R. Hubsher had nothing specific to report to Trustees at this time.
Report from Member Systems
Member Systems had nothing specific to report to Trustees at this time.
Good of the Order
<ul style="list-style-type: none"> • L. Streett reports that Vassar College has hired a new Director of Digital Scholarship and Technology • A. Schuler reports that Cary Institute has hired three interns for work involving subjects such as data science projects, machine learning, and institutional archives • D. Watson reports that Wilderstein's intern is working on an exhibit of 100+ hand tools he'd previously cataloged as well as building progress through the years • C. Thomas reports on the Urban Archives app launch in Newburgh; J. Palmentiero worked with Newburgh Free Library and Urban Archives to prepare 200+ images and materials, to go live June 1 • L. Shedrick reported that Mid-Hudson Library System has turned on auto-renew and courtesy notices; MHLS is also changing delivery services this week; and, their ILS is relaunching
Trustee Recognitions
The Board of Trustees and Southeastern staff recognized the valuable service of departing Trustees B. Petruzzelli, D. Watson, R. Hubsher, and K. Mack. Staff and Trustees gathered for cake and to express their appreciation for those departing the board as well as memories of time well spent shaping Southeastern's future!
Adjournment
<i>M. J. Russell made a motion to adjourn at 11:13am. Motion carried.</i>

Respectfully Submitted,

Laura Street,
Secretary