



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
January 16, 2020**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Geoffrey Miller, Becky Albitz, Laura Streett, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Amy Schuler, Mary Ellen Leimer, Grace Riario
Board Members Excused	Mark Colvson, Virginia Dunnigan, Floyd Lattin
Representing Southeastern	Tessa Killian
Call to Order and Welcome	<i>C. Thomas called the meeting to order at 9:38am.</i>
Approval of Minutes of the November 21, 2019 Meeting	The minutes of the November 21, 2019 meeting were presented to the Board of Trustees. <i>B. Albitz made a motion to accept the minutes as presented. Seconded by L. Shedrick. Motion carried.</i>

New Business	
Fiscal Report of November and December 2019	
Motion to accept the Fiscal Report from November and December 2019	<p>T. Killian led discussion of the fiscal reports, noting:</p> <ul style="list-style-type: none"> • Report includes three categories for pass-throughs: Digital Census Preparation Training, Empire ADC, and the Fall Into Books event. • The council is on track for projected spending at the halfway point of the fiscal year <p><i>E. Rubin made a motion to accept the Fiscal Reports for November and December 2019 as presented. Seconded by G. Miller. Motion carried.</i></p>
Trustee and Officer Nominating Committee: Trustees for 2020/2021	
E. Rubin led discussion of the Trustee and Officer Nominating Committee report, informing Trustees that the three Trustees whose terms expire in June (Grace Riario, Chuck Thomas, and Rebecca Gerald) have all agreed to continue serving on the Board for another five-year term. The formal process of approving these new terms is now underway.	
Policies for review: Vehicle Use Policy, Data Security Policy, Outside Engagement Policy, and Conference Room Use	
Policy Discussion Overview	T. Killian led discussion of the policies for review:

	<p>New Policies <u>Data Security Policy</u>: This policy was written by our attorney, Stephanie Adams, in preparation for the Shield Act, which begins in March, 2020.</p> <p><u>Outside Engagement Policy</u>: This is a personnel policy for staff who need additional employment or have consulting opportunities.</p> <p>Revised Policy <u>Vehicle Use Policy</u>: Stephanie Adams, and our insurance carrier, reviewed the policy and made several recommendations for changes. The newly revised policy covers all vehicle use by staff, including rental cars. We were able to address the questions that were discussed at the last Board meeting. All staff who drive on council business will need to complete a "Permission to obtain driving record form."</p> <p>Forthcoming Policy <u>Conference Room Use and Rental Policy</u>: This policy will address use of our conference room by outside groups.</p>
<p><i>Motion to accept Data Security Policy</i></p>	<p><i>G. Riario made a motion to accept the Data Security policy. Seconded by M.E. Leimer. Motion carried.</i></p>
<p><i>Motion to accept Outside Engagement Policy</i></p>	<p>Trustees suggest that the language be adjusted to specify outside engagement resulting in payment to Southeastern staff.</p> <p>Trustees discussed how to address honoraria received by Southeastern staff for their work associated with the council. It was determined that details regarding honoraria should be added to the Conflict of Interest policy; but, if further review determines that this policy is indeed the best location for that information, that the revised policy will be brought back to the board for reapproval.</p> <p><i>G. Shelton made a motion to accept the Outside Engagement policy as amended. Seconded by L. Shedrick. Motion carried.</i></p>

<p><i>Motion to accept Vehicle Use Policy</i></p>	<p>T. Killian followed up on the board’s questions at the November meeting by inquiring with the council’s insurance agent for feedback on the vehicle use policy. The agent provided a draft policy and release form utilized by other clients; T. Killian edited that draft policy and the council’s lawyer Stephanie Adams reviewed the documents. The policy covers both the council’s vehicle as well as rental vehicles. In addition to the release form, the vehicle policy includes requirements for staff to grant the council permission to obtain driving records to confirm qualification to operate vehicles for council business.</p> <p>Trustees suggest amending the language to specify that staff should inform Southeastern of any changes to their driving record no later than three business days from the date of that change.</p> <p><i>M.E. Leimer made a motion to accept the Vehicle Use policy as amended. Seconded by B. Albitz. Motion carried.</i></p>
<p>Conference Room Use and Rental Policy discussion</p>	<p>Southeastern currently has guidelines for conference room use and rental; it is desired to formalize these guidelines into a policy. Trustees suggest that Southeastern review similar ALA and NYLA policies as well as inquire with insurance carrier regarding the need for a rider to cover outside use.</p>
<p style="text-align: center;">New York Library Association 2020 Advocacy Agenda</p>	
<p>T. Killian led discussion of the New York Library Association 2020 Advocacy Agenda and noted that this year, for the fourth straight year, Governor Andrew Cuomo has drastically cut funding for our libraries. The Governor’s Executive Budget Proposal details Library Aid at \$91.6M (\$5M CUT) and Library Construction Aid at \$14M (\$20M CUT). Overall, library systems could see 5% or greater loss to all state aid funding categories, which affects programs for all of New York’s libraries, including public libraries, academic libraries, hospital libraries, special libraries, school libraries, and archives.</p> <p>We are going to Library Advocacy Day on February 25th to ask for \$200M in Operating Aid, because increased investment is needed to maintain and develop the physical infrastructure of New York State's libraries in order to ensure a safe, accessible and sustainable environment for the future. We are also asking for \$75M in Construction Aid to support the foundational framework of NYS libraries and improve the lives of residents of all ages, abilities, and economic status.</p> <p>In addition to the request for funding, we will be advocating for legislative priorities such as equal Access to school libraries and librarians. Trustees are asked to attend Advocacy Day in Albany on Tuesday, February 25th to help us secure these important goals.</p>	
<p style="text-align: center;">Twila Snead Award for 2020</p>	
<p>T. Killian asked for volunteers to judge submissions for this year’s Twila Snead Award. E. Rubin and G. Shelton so volunteered.</p>	
<p>Informational Items</p>	
<p style="text-align: center;">Final Financial Audit Report and Board Report from RBT</p>	

Physical copies of the final Financial Audit Report and Board Report from RBT were provided to Trustees. These final versions reflect no changes from the draft reports approved by the board.

Director and Staff Reports

T. Killian led discussion of the Director and Staff reports, noting the following:

- Digital Services Manager Jen Palmentiero, Systems Manager Zack Spalding, and Executive Director Tessa Killian worked with the state-wise Empire ADC steering committee toward a solution in rebuilding and expanding the service with open source software.
- Education and Outreach Librarian Carolyn Bennett Glauda continues work around census 2020 training. Preparations for SENY-Con 2020 (to be held Friday, April 3rd) are also underway and a slate of presentations has been determined.
- Resource Sharing and Cataloging Librarian Kelsey Milner conducted a SEAL user survey, the results of which are appended to this month's staff reports. Southeastern hosted a SEAL user's group meeting on Friday, January 10th to celebrate the service's 20th year. Former staff member Judith Fischetti presented on SEAL's history at that gathering.
- Empire Library Delivery is in negotiations for a new contract with the current provider, CSS. Anticipated service improvements include item tracking.
- Hospital Library Services Manager Sarah Holsted has implemented TDNet for seven members, allowing resources to be discoverable in Ovid and elsewhere for their users. Trustees were informed of an upcoming change to the Medical Information Services Program (MISP): MLA is in the process of taking over for the University of Connecticut in handling the Electronic Funding Transfer Service (EFTS) accounts for MISP users.
- On December 13th 2019, T. Killian testified on behalf of the New York Alliance of Library Systems at the New York State Assembly's Public Hearing on the Funding of New York State's Libraries.

President's Report

The Board President had nothing specific to share with Trustees at this time.

Report from Member Systems

- R. Gerald reminded Trustees about the Banned Books Symposium, to be held at Mount Saint Mary College on Saturday, March 7th.
- G. Riario shared that RCLS has hired a new Community Engagement and Talent Development Specialist, Jen Park.
- L. Shedrick announced MHLS's relaunch of their ILS.

Good of the Order

- G. Shelton informed Trustees that Dominican College has reached out to census staff to engage with students; Dominican is also working on setting up to be a special needs access point for census takers.
- L. Streett informed Trustees of job openings at Vassar College: Digital Library Developer and Science Librarian.

Adjournment

B. Albitz made a motion to adjourn at 11:51am. Seconded by G. Riario. Motion carried.

Respectfully Submitted,

Laura Streett, Secretary