



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
March 19, 2020**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Geoffrey Miller, Laura Streett, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Amy Schuler, Mary Ellen Leimer, Mark Colvson, Virginia Dunnigan, Floyd Lattin
Board Members Excused	Grace Riario, Becky Albitz
Representing Southeastern	Tessa Killian
Call to Order and Welcome	<i>C. Thomas called the meeting to order at 9:32am.</i>
Amend Agenda	In light of changing circumstances surrounding the COVID-19 pandemic, involving institution closures and remote work, the agenda was amended by unanimous consent to include Trustee and Southeastern updates and future planning.
Approval of Minutes of the January 16, 2020 Meeting	The minutes of the January 16, 2020 meeting were presented to the Board of Trustees. <i>L. Shedrick made a motion to accept the minutes as presented. Seconded by E. Rubin. Motion carried.</i>

New Business	
Fiscal Report for January and February 2020	
<i>Motion to accept the Fiscal Report for January and February 2020</i>	<p>T. Killian led discussion of the fiscal reports, noting:</p> <ul style="list-style-type: none"> • Interest rates on Southeastern funds are predicated to drop; • Southeastern is on target with revenue and expenditures as of February; • FY 2020/21 budget is forthcoming in April. We await word on the upcoming state budget. <p><i>F. Lattin made a motion to accept the Fiscal Report for January and February 2020 as presented. Seconded by E. Rubin. Motion carried.</i></p>

Policies for review: conference room use and contract, outside engagement, conflict of interest, whistleblower, paid sick leave, emergency closings, and disability accommodations	
<i>Motion to approve conference room use and contract, outside engagement, conflict of interest, and whistleblower policies</i>	<p>T. Killian led discussion of the policies for review:</p> <ul style="list-style-type: none"> • The council’s lawyer, Stephanie “Cole” Adams, reviewed the listed policies and drafted a memo detailing suggested revisions • Policy examples were shared, such as Greater Hudson Heritage Network’s utilization of Southeastern’s conference room for their webinars <p><i>M.E. Leimer made a motion to approve conference room use and contract, outside engagement, conflict of interest, and whistleblower policies as presented. Seconded by F. Lattin. Motion carried.</i></p>
<i>Motion to approve paid sick leave policy</i>	<p>Trustee approval was requested to remove a minimum-hours-worked requirement for paid sick leave, to accommodate all staff per the existing proportional formula, in kind with New York State’s effort to provide such coverage to all employees.</p> <p><i>M.J. Russell made a motion to approve the change to the paid sick leave policy as presented. Seconded by A. Schuler. Motion carried.</i></p>
<i>Motion to approve, emergency closings, and disability accommodations policies</i>	<p>Proposed change would require staff to either work from home or to utilize accrued paid time off in the event that Southeastern offices are closed for more than a day due to an emergency (weather or otherwise). Trustees discussed Southeastern’s responsibility to provide technology and compensate employee’s utility needs (internet access/phone costs etc.) to accomplish working from home.</p> <p><i>E. Rubin made a motion to approve the change to the emergency closings policy as presented. Seconded by L. Shedrick. Motion carried.</i></p>
Request for budget adjustment: legal expenses	<p>Trustee approval was requested to add \$1,000 to legal expenses to accommodate review of the revised employee handbook.</p> <p><i>F. Lattin made a motion to approve the budget adjustment. Seconded by G. Shelton. Motion carried.</i></p>
Informational Items	
Director and Staff Reports	
<p>T. Killian led discussion of the Director and Staff reports, noting the following:</p> <ul style="list-style-type: none"> • Southeastern held two in-service staff meetings in January: one meeting focused on data security and safety practices, led by Systems Manager Zack Spalding. The other meeting was a staff-wide digital cleanup effort to sort, organize, and clear 20 years’ worth of files in Southeastern’s shared drive. • Advocacy efforts continue both state-wide and at the local level. • The Banned Books Symposium at Mount Saint Mary College was a success, as was 	

the Educator Lab workshop at FDR Museum and Library.
M.J. Russell noted T. Killian's quote in a report of the recent NYS joint budget hearing, convened by State Senators Metzger and Skoufis.

Update from the Trustee and Officer Nominating Committee

E. Rubin reviewed the trustee slate for the subsequent fiscal year:

- Chuck Thomas will continue as President
- Grace Riario will begin her first full 5-year term
- Rebecca Gerald will depart the Board at the end of June, after many years of service; Maura Albertson, of Ulster BOCES, will join the Board in her place
- Amy Schuler will become Vice President
- Laura Streett will continue as Secretary
- Ellen Rubin will become Treasurer
- Floyd Lattin will continue as Assistant Secretary/Treasurer
- Mary Ellen Leimer remains the Immediate Past President

Planning Committee meeting notes from January 16 and March 9

M.J. Russell led discussion:

- The Planning Committee held their first meeting with consultant Tracy L. Thompson
- The committee established the following goals for the meeting:
 - To identify the key stakeholders for the data gathering work for the upcoming planning process
 - To identify major disruptors for Southeastern's members
- Meeting overview:
 - Mission and Vision Review: Mission/vision statements fail to convey the 'community value for members of Southeastern. The committee will review these statements after gathering further information.
 - Values: The committee agreed that developing a set of organizational or cultural values would serve Southeastern in determining whether decisions made in the course of the business of the organization align with a set of guiding values or principles, such as sustainability, diversity, inclusion, etc.
 - Disruptors: No clear imminent disruptors were identified by the group, though several potentials (ex: technology, emergencies, mental and physical health concerns, human relations matters, etc.) were discussed.
- Stakeholders (such as Southeastern members, members of members, administrative bodies, associated organizations, etc.) were discussed and ranked.

Trustee and Southeastern Updates

- C. Thomas reported that the Newburgh Free Library as well as the school district are set to be closed until at least April 1st due to the ongoing COVID-19 pandemic. NFL staff are strategizing how to continue to serve their community.
- G. Shelton reported that Dominican College has moved to online classes at least until April 12th. Staff have begun to work from home. G. Shelton expresses the importance of advocating for library staff, as well as the students.
- V. Dunnigan reported that St. Thomas Aquinas College has also moved courses online; graduation ceremonies will likewise be conducted online. All students able to move off campus have been made to do so.

Overall, Trustees expressed the uncertainty and anxiety of these times, what they're doing to advocate for their staff, and what resources (such as free internet access and hotspots) are available to support each other and their communities.

T. Killian notes an open spreadsheet for members to list closings, resources, strategies, etc. Regarding the planning retreat and the Annual Meeting, Southeastern will consider options to accomplish these goals in the current climate.

Adjournment

M.J. Russell made a motion to adjourn at 10:42am. Seconded by G. Shelton. Motion carried.

Respectfully Submitted,

Laura Streett, Secretary