



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
July 18, 2019**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Virginia Dunnigan, Geoffrey Miller, Becky Albitz, Amy Schuler, Mary Ellen Leimer, Mark Colvson, Grace Riario, Rebecca Gerald
Board Members Excused	Floyd Lattin, Laura Streett, Gina Shelton, Laurie Shedrick
Representing Southeastern	Tessa Killian, Sarah Holsted, Carolyn Bennett Glauda
Call To Order	<i>C. Thomas called the meeting to order at 9:37am.</i>
Approval of Minutes of the May 16, 2019 Meeting	The minutes of the May 16, 2019 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>
Reaffirm/Redefine Meeting Guidelines	C. Thomas reviewed the Board of Trustees meeting guidelines. Trustees were asked to consider, now and moving forward, any changes or additions that they would like to apply.

New Business	
Fiscal Reports for May and June 2019	
Motion to accept the Fiscal Report for May and June 2019	T. Killian led discussion of the fiscal reports, noting that fiscal year 2018-2019 is now closed. <i>M.J. Russell made a motion to accept the Fiscal Reports for May and June 2019 as presented. Seconded by E. Rubin. Motion carried.</i>
Resolution to Add and Remove Trustees as Bank Signers	
Motion to adjust list of trustees approved to sign checks for Southeastern	Be it RESOLVED, that Charles Thomas (President), Mary Ellen Leimer (Immediate Past President), Amy Schuler (Treasurer), and Tessa Killian (Executive Director) be appointed to serve as authorized signatories for all accounts at Riverside Bank: A Division of Salisbury Bank and Trust Company. Be it RESOLVED, that Robert Hubsher be removed as authorized signer on all accounts at Salisbury Bank and Trust Company. <i>M.E. Leimer made a motion to approve the resolution. Seconded by G. Riario. Motion carried.</i>

Council Policies	
Sexual Harassment Prevention Training for Trustees	T. Killian briefed trustees on the state-required Sexual Harassment Prevention Training and provided resources for its completion. Trustees were asked to complete the training by the October Board of Trustees meeting.
Overview and Revisions of Personnel Policies	Trustees reviewed the Southeastern Policy Recommendations document, a comprehensive list of recommended revisions and additions to the council's policies. Voting on the policies will take place at a future meeting and may be adopted prior to review by the council's attorney for expedience; suggested changes resulting from a legal review can be applied thereafter. Ideally the vote for approval will take place at the September Board of Trustees meeting.
Old Business	
2019 Annual Meeting	
Trustees were provided Annual Meeting 2019 evaluations from attendees and were asked to share their own feedback about the event to inform future planning. Evaluations were in the majority positive with the usual focus on valuable networking. Possible venues in consideration for next year include Mohonk, The Culinary Institute, Bear Mountain Inn, and Orange Community College. Keynote topics suggested by trustees include cybersecurity and privacy. The 53 rd Annual Meeting of the Council will be held on Friday, June 5, 2020.	
Informational Items	
Board of Trustee Lists and Committees: Contact Information, Terms of Office, Committee Selections	
Trustees were provided a packet containing contact information, the 2019/2020 terms of office schedule, the Board Committee and Liaison Roster for fiscal year 2018/2019, and a form for trustees to choose committees for 2019/2020. All were asked to inform Southeastern of updates to their contact information, to identify which board committees they would like to participate in, and to which of the council's standing committees they could serve as liaison.	
2018/2019 Audit Documents	
Trustees were provided with two letters from the council's auditing firm, RBT CPAs, LLP: <ul style="list-style-type: none"> • Arrangement Letter: This letter indicates Southeastern's acknowledgment of, and agreement with, the arrangements for RBT's audit of the financial statements and outlines each party's respective responsibilities. • Planning and Scope Letter: This letter is intended to communicate the planned scope and timing of the audit of Southeastern's financial statements for the year ending June 30, 2019. RBT plans to do their fieldwork on September 10, 2019.	
Director and Staff Reports	

T. Killian led discussion of the Director and Staff reports, explaining how the reports are organized in line with Southeastern’s Plan of Service goals and elements. Points highlighted:

- Kelsey Milner, Resource Sharing and Cataloging Librarian, has created a direct borrowing libguide, a guide to all the colleges in Southeastern’s region detailing their walk-in policies for lending or database use.
- Carolyn Bennett Glauda, Member Services Librarian for Education and Outreach, has completed a continuing education survey of the membership and will apply that data when planning the upcoming year’s programming.
- K. Milner and Jen Palmentiero, Digital Services Librarian, have nearly completed their work migrating HRVH collections to New York Heritage.
- Sarah Holsted, Hospital Library Services Manager, is now working with two VITAL staffing contracted participants, Orange Reginal Medical Center and Helen Hayes Hospital.

<p><i>Motion to accept NY State Library’s request to join Southeastern Access to Libraries (SEAL)</i></p>	<p>The state library would like to be a part of Southeastern’s resource sharing platform, SEAL. The council’s Regional Interlibrary Loan Committee (RIC) supports this request. The state library would be a returning participant in SEAL, having previously withdrawn due to technical issues.</p> <p><i>M. Colvson made a motion to accept NY State Library’s request to join SEAL. Seconded by G. Riario. Motion carried.</i></p>
--	--

President’s Report

Board President Chuck Thomas thanks Trustees for their participation and likewise thanks his predecessors for their positive example as he settles into the role.

Report from Member Systems

G. Riario reports that she now serves as Ramapo Catskill Library System’s Interim Executive Director and is involved in developing three complete count census committees in Orange County, Sullivan County, and Rockland County.

Good of the Order

- A. Schuler reports that Muriel Verdibello is volunteering with the Cary Institute to digitize scientific field notebooks; another possible future project may be brought to HRVH.
- M. Colvson reports that the SUNY library system has moved to a new library service platform, an ex-libris system called Alma/Primo that will allow for more collaboration and shared services.

Adjournment

E. Rubin made a motion to adjourn at 11:58am. Seconded by R. Gerald. Motion carried.

Respectfully Submitted,

Laura Street,
Secretary