



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
September 19, 2019**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Virginia Dunnigan, Geoffrey Miller, Becky Albitz, Amy Schuler, Mary Ellen Leimer, Grace Riario, Rebecca Gerald, Laurie Shedrick, Laura Streett, Gina Shelton
Board Members Excused	Floyd Lattin, Mark Colvson
Representing Southeastern	Tessa Killian
Call To Order	<i>C. Thomas called the meeting to order at 9:35am.</i>
Approval of Minutes of the July 18, 2019 Meeting	The minutes of the July 18, 2019 meeting were presented to the Board of Trustees. <i>E. Rubin made a motion to accept the minutes as presented. Seconded by B. Albitz. Motion carried.</i>
Approval of Minutes of the August 22, 2019 Executive Committee Meeting	The minutes of the August 22, 2019 Executive Committee meeting were presented to the Board of Trustees. <i>M.J. Russell made a motion to accept the minutes as presented. Seconded by E. Rubin. Motion carried.</i>

New Business	
Fiscal Report for July and August 2019	
<i>Motion to accept the Fiscal Report for July and August 2019</i>	T. Killian led discussion of the fiscal reports, noting the adjusted fund balances with year-end figures and the requested addendum, a complete picture of fiscal year 2018-2019. <i>M.E. Leimer made a motion to accept the Fiscal Reports for July and August 2019 as presented. Seconded by L. Shedrick. Motion carried.</i>
2018/2019 Annual Report to Division of Library Development	
<i>Motion to approve 2018/2019 Annual Report to Division of Library Development</i>	T. Killian led discussion of the 2018/2019 Annual Report to Division of Library Development which is based on Southeastern's Five-Year Plan of Service. Trustees provided feedback and asked questions, including: <ul style="list-style-type: none"> • correction of a zip code typo • whether or not the Continuing Educations sessions reported are unique (they are; there's no double-counting for events with overlapping subjects) • inclusion of VITAL in Section 5.97 Description of Fees

	<ul style="list-style-type: none"> • inclusion of Fall Into Books fiscal agent figures (State Note to be added) <p>T. Killian noted Section Six, the cash basis full financial picture and Section 13, for State Aid.</p> <p><i>G. Shelton made a motion to approve the 2018/2019 Annual Report to Division of Library Development with corrections as discussed. Seconded by R. Gerald. Motion carried.</i></p>
<p>New HRVH Member Application from the Albert Wisner Public Library, Warwick NY</p>	
<p><i>Motion to approve new HRVH Member Application</i></p>	<p>T. Killian presented the HRVH member application from the Albert Wisner Public Library, Warwick NY. The institution holds “Selected Revolutionary War manuscripts collected about Warwick which are in the public domain” and “The Sybil, Lydia Sayer Hasbrouck's suffrage/dress reform paper owned by Warwick His. Society.”</p> <p>Trustees request that the Albert Wisner Public Library Director sign the application as well as the local history librarian.</p> <p><i>E. Rubin made a motion to approve the HRVH member application from the Albert Wisner Public Library subject to the addition of the Library Director's signature. Seconded by G. Riario. Motion carried.</i></p>
<p>New and Revised Policies</p>	
<p><i>Committee Motion from the Finance and Personnel Committee to approve New and Revised Policies</i></p>	<p><i>A. Schuler, as Chair of the Finance and Personnel Committee, recommends these policies to the Board of Trustees for their adoption and so moves. Seconded by M.E. Leimer.</i></p> <p>Trustees were provided the following summary:</p> <p>Policies with Major Changes</p> <ul style="list-style-type: none"> • Code of Conduct Policy: Replaces the Employee Conduct and Work Rules Policy • Nondiscrimination and Equal Opportunity Policy: Replaces the Equal Employment Opportunity Policy. This an updated, more inclusive policy • Hiring Policy: Replaces the Nature of Employment & Disclaimer Statement. This policy is more explicit and inclusive. • Sick Leave Policy: Updated to provide sick leave to part time employees. Added the section about being absent for three or more consecutive days. Added the reference to paid family leave. • Personal Leave Policy: Updated policy that adds additional personal leave for part time employees, who do not receive vacation. <p>New Policies</p> <ul style="list-style-type: none"> • Bullying and Harassment Prevention and Intervention Policy • Hiring Policy

- Leave of Absence: Vacation, Sick, Personal, Holidays, Bereavement, and Jury Duty Policy
- Flexible Spending Account Program Policy
- Employee Assistance Program Policy
- Use of the Council Vehicle Policy
- Social Networking Policy
- Gifts Policy

Other Revised Policies

- Violence Prevention Policy
- Disability Accommodation Policy
- Employment Classifications Policy
- Overtime and Compensatory Time Policy
- Independent Contractors Policy
- Performance Evaluation
- Access to Personnel Files Policy
- Emergency Closings Policy
- Military Leave Policy
- Family and Medical Leave Act (FMLA)
- Paid Family Leave
- Unpaid Leave of Absence
- Health Insurance Policy
- Benefits Continuation Policy
- Retirement Pension Policy
- Disability Benefits Policy
- Worker’s Compensation Insurance Policy
- Membership in Professional Organizations Policy
- Staff Professional Development and Continuing Education Policy
- Credit Card Policy
- Expense Reimbursement Policy
- Controlled Substances and Alcohol Policy
- Smoking and Other Tobacco Use Policy
- Computers, Computer Files, E-mail, Internet and Software

Statement to include in employee handbook: Some of the benefits explained in this policy manual and currently offered to all employees, are not required by NYS or federal law. Although it is the current policy of the council to provide these benefits, this and all policies are subject to change at the discretion of the Board of Trustees.

As Trustees have already contributed comments and suggestions to the above, it was determined to adopt these policies and revisit any changes that may result from the council attorney’s review.

C. Thomas called the question. Motion carried.

<p>Committee Motion from the Finance and Personnel Committee to</p>	<p>A. Schuler, as Chair of the Finance and Personnel Committee, recommends the following policies be discontinued and so moves:</p> <ul style="list-style-type: none"> • Introductory Period • Timekeeping • Staff Compensation • Work Schedules • Meals & Rest Periods • Workplace Etiquette • Progressive Discipline • Problem Resolution and Grievance Procedures • Termination of Employment • Life Threatening Illness in the Workplace <p>The information will be included in the Employee Handbook, but does not need to be council policy.</p> <p>Seconded by E. Rubin. Motion carried.</p>
<p>Old Business</p>	
<p>2020 Annual Meeting</p>	
<p>T. Killian led discussion of the 2020 Annual Meeting. Venue and budget considerations are under way. Current speaker/special guest ideas include the New York State Librarian. As for programming, ideas under debate include a panel discussion or keynote.</p>	
<p>Informational Items</p>	
<p>Conflict of Interest Policy/Disclosure Forms</p>	
<p>Trustees were asked to submit the provided Southeastern conflict of interest policy disclosure forms for their annual reporting.</p>	
<p>Sexual Harassment Prevention Training for Trustees</p>	
<p>Trustees were asked to submit the provided Southeastern Sexual Harassment Prevention Training form for their annual reporting. The state's required deadline to complete the training is October 9, 2019; the deadline to submit the completed form is the October 17, 2019 Board of Trustees meeting.</p>	
<p>Board of Trustee Lists and Committees</p>	
<p>Trustees were provided the Board of Trustee Lists and Committees for Fiscal Year 2019-2020. This information includes Board committee and liaison rosters.</p>	
<p>Director and Staff Reports</p>	
<p>T. Killian led discussion of the Director and Staff reports, noting the following:</p> <ul style="list-style-type: none"> • The council's auditing firm, RBT, completed their field work on September 10. The tentative plan is for RBT to give a presentation at the November 21 Board meeting. • Building renovations are nearly complete with a few final touches pending. • Migration from HRVH to New York Heritage is complete. Staff members Jennifer Palmentiero and Kelsey Milner worked for a year on preparing collections for the migration, communicating with our members, editing exhibits, and creating collections and landing pages in New York Heritage. Our HRVH page remains accessible; T. Killian showed Trustees how the existing HRVH site is linked out to New York Heritage. • J. Palmentiero and T. Killian have formed a new steering committee for EmpireADC 	

that will meet on October 1. They plan to present a draft roadmap for the future development and sustainability of the service.

- The HLSP Committee plan to change their collections based on review of usage statistics.
- Southeastern staff and members visited several senators and assembly people in their district offices to thank them and discuss library needs. Coordinated by RCLS, they met with the following elected officials in August: Karl Brabenec, Ellen Jaffee, Aileen Gunther, David Carlucci, Jen Metzger and James Skoufis. In September, they also met with Sue Serino.
- T. Killian chaired a meeting of the New York Alliance of Library Systems to discuss NYLA advocacy fund contributions, revised bylaws, and to pass a budget.
- Southeastern staff held a full day meeting/retreat on July 31 to discuss information needed for the ESLN strategic planning. All nine ESLN councils will meet in Saratoga Springs for a day-and-a-half long strategic planning retreat on September 26-27.

President's Report

Board President Chuck Thomas reports that Jim Halpin, former Head of Reference at Newburgh Free Library for 30 years, has passed away.

Recording of a scene for the upcoming film *I Know This Much Is True* took place in Newburgh Free Library.

Report from Trustees

- R. Gerald reports that Kimberly Hooper started as Director at Orange-Ulster BOCES on September 1.
- Grace Riario has been appointed as Executive Director of Ramapo Catskill Library System.
- L. Shedrick reports that Mid-Hudson Library System is migrating servers to the Amazon Cloud service.
- L. Streett reports that Vassar College has hired a new Head of Access and Engagement.
- E. Rubin and R. Gerald announced a call for proposals for the Banned Books Symposium at Mount St. Mary College on March 7, 2020.

Good of the Order

- M.J. Russell reports that Vassar Bros. Medical Center is now part of Nuvance Health, a seven-hospital system spanning NY and CT; Vassar Bros. was formerly part of the four-hospital system known as HealthQuest (now to be known as "legacy HealthQuest" locations).
- A. Schuler informed Trustees of the upcoming Climate Change Strike on September 20 and directs those interested to strikewithus.org.

Adjournment

E. Rubin made a motion to adjourn at 11:55am. Seconded by G. Riario. Motion carried.

Respectfully Submitted,

Laura Street,
Secretary