



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
October 17, 2019**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Virginia Dunnigan, Geoffrey Miller, Becky Albitz, Grace Riario, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Floyd Lattin
Board Members Excused	Mark Colvson, Amy Schuler, Mary Ellen Leimer, Laura Streett
Representing Southeastern	Tessa Killian, Carolyn Bennett Glauda, Jen Palmentiero
Call to Order	<i>C. Thomas called the meeting to order at 9:36am.</i>
Approval of Minutes of the September 19, 2019 Meeting	The minutes of the September 19, 2019 meeting were presented to the Board of Trustees. <i>M.J. Russell made a motion to accept the minutes as presented. Seconded by B. Albitz. Motion carried.</i>

New Business	
Fiscal Report from September 2019	
<i>Motion to accept the Fiscal Report from September 2019</i>	T. Killian led discussion of the fiscal reports. Trustees inquired on few points such as vendor payments (one-time repair of the side deck, miniblinds for the new entry doors, and timing of Ovid and other pass-through payments on behalf of members). <i>F. Lattin made a motion to accept the Fiscal Reports for July and August 2019 as presented. Seconded by B. Albitz. Motion carried.</i>
Budget Adjustment for Final Building Improvement Expenditures	
<i>Motion to approve Budget Adjustment for Final Building Improvement Expenditures</i>	T. Killian led a discussion of the budget adjustment for final building improvement expenditures. On January 11, 2019, Trustees approved \$150,000 in unallocated funds for all the proposed work. The renovations were estimated to come in around \$136,890 and in the end totaled \$145,500.15. The request today is to adjust the groundskeeping and building repairs budget lines per the previously approved expenditure limit. Trustees request that the document for this item be updated to explain the specific over-budget expenditures for the record (landscaping details and changes to material costs per the building inspector's feedback on the construction plans).

	<p><i>B. Albitz made a motion to increase the groundskeeping budget by \$2,800 (raising it to \$6,975) to cover the additional expense of the landscaping (mulch) and clearing overgrowth in the back area of the property. Seconded by L. Shedrick. Motion carried.</i></p> <p><i>G. Miller made a motion to increase the building repairs budget by \$20,860 (raising it to \$24,860.70) to pay for the final repairs that were part of the prior year's projects. Seconded by G. Shelton. Motion carried.</i></p>
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Revisions to Recently Approved Policies

T. Killian led discussion of the revisions to recently approved policies. The list of new policies, revisions, and discontinued policies was sent to attorney Stephanie Adams for her review. She requested copies of Southeastern’s insurance policies, to make sure that the council’s polices agree with what is covered in our plans. She will check the policies to confirm that they follow the appropriate state and federal employment laws. Trustees were presented a summary memo from Stephanie Adams pending her final recommendations. Preliminary recommendations relate to the following policies:

- Code of Conduct policy
- Non-Discrimination and Equal Opportunity policies
- Hiring policy
- Disability Accommodations policy
- Overtime and Compensated Time policies
- Independent Contractor policy
- FMLA policy
- Health Insurance policy
- Disability Benefits policy
- Meals and Rest Periods policy

and new policies,

- Break-time policy
- Data security policy

Once the attorney’s final recommendations come in they will be shared with Trustees with sufficient notice for a future vote.

Old Business

2020 Annual Meeting

T. Killian led discussion of the 2020 Annual Meeting and informed Trustees that Lauren Moore, the New York State librarian, will present. Venue selection is underway and Trustees were asked for suggestions.

Informational Items

Director and Staff Reports

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

- RBT auditors is scheduled to attend the November 21 Board meeting. Southeastern has resolved all previous issues and they did not find any additional problems,

<p>which means that the draft report does not contain a suggestion letter.</p> <ul style="list-style-type: none"> • The Annual Report was submitted on September 20, 2019. • After today’s Board meeting, staff will visit Assembly member Kevin Cahill. • Systems manager Zack Spalding has replaced a faulty firewall. • Hospital Library Services Manager Sarah Holsted is preparing a letter to hospital members regarding their resources package starting in January as well as next year’s VITAL contacts. She has also analyzed titles/resource usage for prior years and the packages will be adjusted accordingly to scale back/add resources per demonstrated need.
<p>ESLN / Complete Count Committee grant to train library system staff for federal census</p>
<p>Carolyn Bennett Glauda, member Services Librarian for Education and Outreach, led discussion of the Complete Count Committee grant. The New York Library Complete Count Committee is working to prepare libraries for the census by providing resources and training opportunities for the library community. The Empire State Library Network received an \$88,000 grant from the Revson Foundation to support census training efforts in libraries across New York State. The grant funds will be used to provide trainings that reaches public library systems, BOCES, and regional library councils. The plan is to ensure each library system has the resources necessary to 1.) coach coworkers, 2.) help administrators develop sound policy, and 3.) rely on a network of colleagues to help triage any census-related issues that arise within their system’s members. The training will be held in December 2019, January, and February 2020.</p> <p>Southeastern is hosting a “Census 2020 and the Academic Library” workshop on December 3rd.</p>
<p>ESLN Carnegie-Whitney Grant Application for Empire ADC Project</p>
<p>Jennifer Palmentiero, Digital Services Librarian, led discussion of the ESLN Carnegie-Whitney Grant Application for Empire ADC Project. On behalf of ESLN and the Empire ADC service, Southeastern will submit a proposal for a \$5,000 Carnegie-Whitney grant. If awarded, the funds will be used to pay staff to review and update a subset of records to be added to Empire ADC from the Historical Document Inventory. The Historical Document Inventory (HDI) consists of approximately 23,000 MARC records describing archival collections from about 1,200 repositories in NYS. The HDI is currently a subset of records in the NYS Excelsior catalog. Empire ADC could become a home (and provide better access) to those records. Many of the records are decades old and there are some concerns about the quality and accuracy of the information. Before they are transferred to Empire ADC, a review and update process would need to happen. Grant funds could help support this work.</p>
<p>President’s Report</p>
<p>Board President Chuck Thomas reports that the Planning Committee is scheduled to meet 11/7 at 1pm to begin work on the next Five-Year Plan, due April 2021.</p> <p>The November Board of Trustees meeting, the last for the calendar year, will include a presentation from the Council’s auditing firm, RBT, followed by a Board and staff luncheon.</p>
<p>Google Drive Tutorial</p>
<p>T. Killian reviewed with Trustees the Google Drive process and the documents and resources available to trustees in their various shared folders.</p>

Report from Member Systems
L. Shedrick reports that MHLS continues to roll out products from Innovative, including an app for staff to use in the stacks and analytics tools.
Good of the Order
B. Albitz mentioned the Empire Library Delivery survey, that asks members to comment on the courier being proposed by the Advisory Committee, called STAT, that focuses exclusively on library items.
Trustees were reminded of tonight's Fall Social Event taking place at Wilderstein Historic Site.
Adjournment
<i>F. Lattin made a motion to adjourn at 11:33am. Seconded by R. Gerald. Motion carried.</i>

Respectfully Submitted,

Laura Street,
Secretary