



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom on September 17, 2020**

<b>Board Members Present</b>	Mary Jo Russell, Ellen Rubin, Charles Thomas, Maura Albertson, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz, Mary Ellen Leimer, Mark Colvson, Grace Riario, Geoffrey Miller
<b>Board Members Excused</b>	Laura Streett
<b>Representing Southeastern</b>	Tessa Killian
<b>Guest</b>	Tracy Thompson, Healthy Organizations Consulting
<b>Call to Order</b>	<b><i>C. Thomas called the meeting to order at 9:31am.</i></b>
<b>Approval of Minutes of the July 16, 2020 Meeting</b>	The minutes of the July 16, 2020 meeting were presented to the Board of Trustees.  <b><i>L. Shedrick made a motion to accept the minutes as presented. Seconded by B. Albitz. One abstention. Motion carried.</i></b>
<b>Approval of Executive Committee minutes from August 12, 2020</b>	T. Killian briefed trustees on the proposed budget adjustment for building repairs, as approved by the Executive Committee on August 12, 2020.  <b><i>F. Lattin made a motion to accept the minutes as presented. Seconded by M.E. Leimer. Motion carried.</i></b>

<b>New Business</b>	
<b>Fiscal Report for July and August 2020 — State Budget Update/Building Update</b>	
<b><i>Motion to accept the Fiscal Report for July and August 2020 and State Budget update</i></b>	T. Killian led discussion, noting the following: <ul style="list-style-type: none"> <li>• Building update: The lower level moisture issue has been diagnosed as a blocked underground gutter drain along the front of the building. The drain has been diverted away from the building to the side of the grounds.</li> <li>• Southeastern has received 80% of its basic state aid; we await the release of supplemental and categorical aid funds.</li> </ul> <p><b><i>E. Rubin made a motion to accept the Fiscal Report for July and August 2020 as presented. Seconded by G. Giario. Motion carried.</i></b></p>

### Planning Committee: Update and Presentation

T. Killian led discussion of the Planning Committee update and introduced Tracy Thompson of Healthy Organizations Consulting. Trustees were provided the Planning Committee Meeting Notes from September 8, 2020 as well as the Stakeholder Feedback Report. This report was generated based on the results from 10 focus groups with 35 stakeholders, and a survey that was completed by 32 people. Feedback from the focus groups and survey was overwhelmingly positive. The Stakeholder Feedback Report contains an executive summary with two recommendations that have been approved by the Planning Committee:

1. To adopt 'strategic directions' that are more agile than a 'strategic plan' for the next five years.
2. To focus on capacity building rather than developing new initiatives, programs, services, etc.

Next steps include:

- T. Thompson will meet with Southeastern staff on Friday, September 29 to review and discuss the Feedback Report and presentation;
- T. Killian will review the process for changing the mission/vision statements;
- A draft of the five-year plan of service will be presented at the January 21, 2021 Board meeting;
- A final draft of the five-year plan of service will be presented for approval at the March 18, 2021 Board meeting to meet the April 1, 2021 deadline.

### Trustee and Officer Nominating Committee Report

Board President Chuck Thomas informed trustees of his upcoming retirement on December 31, 2020. He thanked all involved in Southeastern's governance for the opportunity and educational experience of Board service. G. Shelton expressed, on behalf of the Board of Trustees, appreciation for all of Chuck's hard work and his dedication to Southeastern.

The position of Board President will need to be filled when C. Thomas steps down; the Committee has begun outreach to Trustees to fill this role and hopes to present a candidate at the November Board of Trustees meeting.

Executive Director Tessa Killian likewise shared her regard for C. Thomas. As a colleague, library advocate, and Trustee, Chuck's contributions to New York's libraries are significant and his valuable participation will be greatly missed.

### **Informational Items**

#### Conflict of Interest Policy/Disclosure Statement

Trustees were provided an updated Conflict of Interest Policy/Disclosure Statement, to be filled in annually by Trustees and returned to Southeastern.

#### Sexual Harassment Prevention Training

Staff, volunteers, and Trustees need to take Sexual Harassment Prevention Training annually. This year's deadline is October 15, 2020. Trustees are asked to complete the self-paced training, or provide documentation that a different training was completed, and to return the completed form and certificate to Southeastern.

<b>Board of Trustee Lists and Committees</b>
Trustees were provided the 2020-21 assignments and liaisons to Southeastern's committees.
<b>Director and Staff Reports</b>
<p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> <li>• Southeastern (via Resource Sharing and Cataloging Librarian Kelsey Milner) is partnering with Central NY Library Resources Council and South-Central Library Resources Council for a Resource Sharing event, "NOT Lost in Transition: Resource Sharing in Changing Times" on Sept. 29.</li> <li>• Sarah Holsted, Hospital Library Services Program Manager, will begin the grant-funded disaster-planning "RESILIENT Libraries" workshop series on October 1<sup>st</sup>.</li> <li>• Carolyn Bennett Glauda, Education and Outreach Librarian, is working with librarians from the University of Richmond on a workshop about hiring practices at academic libraries, "They're Just Not a Good Fit," to be held on October 30<sup>th</sup>.</li> <li>• A SEAL Special Interest Group meeting was recently convened, at which K. Milner presented on recent updates to the system, including Systems Manager Zach Spalding's work to address user requests to be able to filter SEAL results to display only lending libraries. Z. Spalding also worked to incorporate SEAL information into the ILLiad platform—a milestone improvement.</li> <li>• Z. Spalding and Jen Palmentiero, Digital Services Manager, have worked all Summer on the Empire ADC beta site in cooperation with the METRO Library Council; this complicated work continues.</li> <li>• S. Holsted is working with Hospital members to determine their resource package for the coming year.</li> </ul>
<b>President's Report</b>
Board President C. Thomas reiterated that he will miss being a part of the Southeastern Board and exhorts Trustees to continue advocating for libraries to their elected officials and representatives and to draw upon Southeastern's unique and diverse collection of member libraries and organizations for that ongoing effort.
<b>Reports from Members</b>
T. Killian reviewed upcoming Board of Trustees meeting dates and planned items. The annual audit will be conducted in-office on September 22.
<b>Adjournment</b>
<b><i>M.E. Leimer made a motion to adjourn at 10:54am. Seconded by E. Rubin. Motion carried.</i></b>

Respectfully Submitted,

Floyd Lattin, Assistant Secretary/Treasurer