



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom on January 21, 2021**

<b>Board Members Present</b>	Mary Jo Russell, Ellen Rubin, Beth Zambito, Maura Albertson, Laurie Shedrick, Gina Trask, Amy Schuler, Floyd Lattin, Mary Ellen Leimer, Laura Streett, Carla Lesh
<b>Board Members Excused</b>	Grace Riario, Becky Albitz, Mark Colvson, Virginia Dunnigan, Laurie Shedrick
<b>Representing Southeastern</b>	Tessa Killian
<b>Call to Order</b>	<b><i>M.E. Leimer called the meeting to order at 9:34am.</i></b>
<b>Introductions</b>	New Trustees were introduced to the Board: Carla R. Lesh, Ph.D., Collections Manager and Digital Archivist at Hudson River Maritime Museum and Beth Zambito, Head of Adult Services at Newburgh Free Library
<b>Approval of Minutes from November 19, 2020 and Minutes from January 18, 2021 Executive Committee meeting</b>	<p>The minutes of the November 19, 2020 meeting were presented to the Board of Trustees. <b><i>E. Rubin made a motion to accept and file the minutes as presented. Seconded by A. Schuler. Motion carried.</i></b></p> <p>The minutes of the January 18, 2021 Executive Committee meeting were presented to the Board of Trustees. <b><i>M.J. Russell made a motion to accept and file the minutes as presented. Seconded by G. Trask. Motion carried.</i></b></p>

<b>New Business</b>	
<b>Fiscal Report for November and December 2020</b>	
<b><i>Accept the Fiscal Report for November and December 2020</i></b>	<p>T. Killian and Treasurer E. Rubin led discussion of the fiscal reports, noting the following:</p> <ul style="list-style-type: none"> <li>• Southeastern’s Finance Manager is working on collecting late membership dues. Per the council’s bylaws, services may be restricted pending timely payment of dues; it will be reviewed if such a mechanism is necessary at this time.</li> <li>• Overall, the reports reflect figures as expected for this period, halfway through the fiscal year.</li> </ul> <p>Trustees suggest adding a footnote or item in the balance sheet to indicate the outstanding PPP loan balance (Southeastern is eligible for loan forgiveness but until such a time the balance will be noted on future reports).</p> <p><b><i>E. Rubin made a motion to accept and file the fiscal reports. Seconded by A. Schuler. Motion carried.</i></b></p>

PPP Second draw loan application approval	
T. Killian led discussion of the PPP second draw loan, informing trustees that the application was successfully submitted. Details about the loan are noted in the provided minutes from the January 18, 2021 Executive Committee meeting. Upon approval and clarification of forgiveness eligibility, the Board will determine how much of the available funds Southeastern may accept.	
Budget Adjustment Request for Ask the Lawyer	
<b><i>Motion to accept Budget Adjustment Request</i></b>	<p>T. Killian led discussion of the request to increase the expense budget for the “Ask the Lawyer” service. This service provides members the opportunity to submit questions to an attorney. It’s estimated that an additional \$4,000 (to bring the budget to a total of \$6,000) should be sufficient to support the service through the end of the fiscal year (June 2021).</p> <p>The recent uptick in use of this service has led to a review of the posted guidelines to present a clearer definition of the parameters to members (it is free to members, but it’s not a gratis effort for Southeastern or the attorney).</p> <p>When appropriate, answers to questions are posted to a publicly-available Recently Asked Questions (RAQ) on Southeastern’s website.</p> <p><b><i>M.J. Russell made a motion to approve the budget adjustment as presented. Seconded by C. Lesh. Motion carried.</i></b></p>
Policy updates for Sick Leave, Personal Leave, and Holidays	
<b><i>Motion to approve policy updates</i></b>	<p>T. Killian led discussion of the proposed policy updates and revisions:</p> <ul style="list-style-type: none"> <li>• Holiday Leave: Recommending the addition of Juneteenth as a holiday for Southeastern staff. Governor Andrew Cuomo signed into law legislation designating Juneteenth as an official public holiday in New York State. The new law celebrates Juneteenth, a day which commemorates the end to slavery and celebrates Black and African American freedom and achievements, while encouraging continuous self-development and respect for all cultures.</li> <li>• Sick Leave: Recommending revisions to the Sick Leave policy for compliance with the New York State paid sick leave law (labor law Section 196-b).</li> <li>• Personal Leave: Recommending revising the Personal Leave policy to allow part time staff to accrue leave for up to 84 hours.</li> </ul> <p><b><i>E. Rubin made a motion to approve the policy updates and revisions as presented. Seconded by M.J. Russell. Motion carried.</i></b></p>

<b>Informational Items</b>
<b>Planning Committee Report</b>
<p>M.J. Russell led discussion of the Planning Committee report, noting the following:</p> <ul style="list-style-type: none"> <li>• Collaborative work between the committee, Southeastern staff and trustees, and Tracy Thompson of Healthy Organizations Consulting is on track;</li> <li>• the Board will be presented a draft Plan of Service at the April meeting;</li> <li>• the committee has drafted new Mission and Vision statements for the council, per focus group outcomes and other data (statement drafts provided in today’s meeting materials);</li> <li>• the committee is exploring a Board of Trustees retreat for July 2021, focused on professional enrichment in support of council goals;</li> <li>• this year’s Advocacy Day in February will be virtual, details forthcoming on Southeastern’s organized efforts to engage with state legislators;</li> <li>• Southeastern’s 54<sup>th</sup> Annual Meeting, scheduled for <del>July</del> June 4, 2021, will again be virtual (last year’s virtual event was well-received and well-attended), with a keynote speaker TBD;</li> <li>• SENYCon will be held on April 9, 2021;</li> <li>• The committee will meet again on February 11 to discuss the Annual Meeting, SENYCon, and to bring together action plans for the above efforts.</li> </ul>
<b>Twila Snead Award 2021</b>
<p>T. Killian led discussion of the Twila Snead Commitment to Excellence Award, designed to recognize an outstanding member library, cultural heritage organization, program, service, or staff member. The award is presented at the Annual Meeting, at which time a physical award and the opportunity to present are provided to the recipient(s).</p> <p>T. Killian requested volunteers to join the award committee along with herself and Carolyn Bennett Glauda, Librarian for Education and Outreach, to review nominations; E. Rubin, M. Albertson, and B. Zambito so volunteered.</p>
<b>Final Financial Audit Report and Board Report from RBT</b>
<p>Trustees were provided the final ‘Report to the Board of Directors’ and ‘Financial Audit Report for year ending June 30, 2020’ from RBT CPAs, LLP for the 2019/2020 fiscal year. Drafts of these reports were approved by the Board at the November 2020 meeting.</p>
<b>Director and Staff Reports</b>

T. Killian led discussion, noting the following:

- In early December, Garnet Health (Orange Regional Medical Center and Catskill Regional Medical Center) declined to participate in the HLSP electronic resource package, then cancelled their membership and VITAL staffing. The loss of a large hospital system like Garnet has an impact on our electronic resources package revenue. T. Killian and Hospital Library Services Manager Sarah Holsted renegotiated terms with six vendors to reduce the cost by the amount needed to fill the gap left by Garnet, while also maintaining resource content for the hospitals.
- M.J. Russell wished to officially thank T. Killian and S. Holsted on the record for the tremendous work they did to mitigate the damage and loss of this revenue; they've done a phenomenal job of contacting vendors and renegotiating behind the scenes to keep the e-resources package intact. These efforts mean a lot to the Hospital Library Program members and their institutions.
- Regarding SENYCon: due to the number of worthwhile presentation proposals from members, this year's event will be split into two portions with the addition of "SENYCon Prequel: Pandemic Pivot Presentations" on March 5, 2021.
- The minutes from a recent Regional Interlibrary Loan Committee meeting, convened by Kelsey Milner, Resource Sharing and Cataloging Librarian, were provided for trustee review.

#### President's Report

Board President M.E. Leimer had nothing specific to report at this time.

#### Reports from Members

M.J. Russell reported that Vassar Bros. Medical Center staff and patients have moved into the new Patient Pavilion as of January 9, after five years of planning and construction. The new space has energized the staff, made patients more comfortable, and will allow the institution to attain an overall higher level of patient care.

#### Adjournment

***A. Schuler made a motion to adjourn the Board of Trustees meeting at 10:47am. Seconded by M.E. Leimer. Motion carried.***

Respectfully Submitted,

Laura Streett, Secretary