



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom on March 18, 2021**

<b>Board Members Present</b>	Mary Ellen Leimer, Beth Zambito, Mary Jo Russell, Grace Riario, Amy Schuler, Ellen Rubin, Becky Albitz, Gina Trask, Virginia Dunnigan, Laurie Shedrick, Laura Streett,
<b>Board Members Excused</b>	Mark Colvson, Maura Albertson, Floyd Lattin, Carla Lesh
<b>Representing Southeastern</b>	Tessa Killian
<b>Call to Order</b>	<i>M.E. Leimer called the meeting to order at 9:31am.</i>
<b>Amend Agenda</b>	<i>E. Rubin made a motion to amend the agenda to include a Resolution for check signers item to follow the fiscal report discussion. Seconded by G. Trask. Motion carried.</i>
<b>Approval of Minutes from January 21, 2021 Board of Trustees meeting</b>	<p>Trustees reviewed the parliamentary procedure for the approval of minutes: they are to be presented for comment/amendment and then entered into the record through general consent. Trustees who were not present during the meeting in question are permitted to participate in the discussion and propose amendments.</p> <p>The minutes of the January 21, 2021 meeting were presented to the Board of Trustees. A correction was made to the Reports from Members item (“staff” amended to “staff and patients”).</p> <p><i>The minutes were entered into the record as amended.</i></p>

<b>New Business</b>	
<b>Fiscal Report for January and February 2021</b>	
<b>Accept the Fiscal Report for January and February 2021</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>• E. Rubin noted that nearly all membership dues have been received, with thanks to Southeastern’s Finance Manager, Liz Gurdin, for her work in this effort.</li> <li>• T. Killian notes that the previously withheld 20% of State Aid has been released and is now being distributed in increments; Southeastern has already received some of these funds, related to the Hospital Library Services Program.</li> <li>• Southeastern’s first PPP loan has been forgiven. The second round PPP loan was approved and will be used for payroll from March until the end of the fiscal year.</li> <li>• The Balance Sheet document has been updated to reflect both assets and liabilities.</li> </ul>

	<b><i>G. Riario made a motion to accept and file the fiscal reports. Seconded by M.J. Russell. Motion carried.</i></b>
Resolution for check signers	
<p>T. Killian led discussion of the resolution for check signers, noting the following:</p> <ul style="list-style-type: none"> <li>• Former Board President Chuck Thomas is to be removed from the list of approved signers;</li> <li>• Authorized signers are to be current President Mary Ellen Leimer, Treasurer Ellen Rubin, and Executive Director Tessa Killian;</li> <li>• Two new accounts are to be opened: A Landlord Checking account and a Tenant Checking account (for security deposit transparency).</li> </ul> <p><b><i>L. Shedrick made a motion to approve the Resolution as presented. Seconded by G. Riario. Motion carried.</i></b></p>	
Planning documents: Comprehensive strategic plan; Plan of Service, membership dues	
<p>M.J. Russell led discussion of the Planning Committee documents, noting the following:</p> <ul style="list-style-type: none"> <li>• The Planning Committee met on January 8 and February 11; today’s presented documents reflect the outcome of those meetings.</li> <li>• The Committee’s recent work focused on the Mission and Vision statements, drafts of which have been previously shared with the Board.</li> <li>• The Committee drafted as well a Comprehensive Strategic Plan, a working document aimed to assist Southeastern staff with strategic planning in accordance with the Council’s upcoming 5-Year Plan of Service (which itself is to be submitted to New York State by April 1).</li> <li>• M.J. Russell noted additions to the Strategic Plan, regarding Communications &amp; Marketing, Technology, and a Budget Revenue goal.</li> </ul> <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> <li>• Another strategic goal addition is to “Foster a culture of equity, diversity, and inclusion in libraries and cultural heritage organizations, to better reflect the diverse community served by our members.”</li> <li>• Board approval is requested today for: the comprehensive Strategic Plan, the Plan of Service (which incorporates the new Mission and Vision statements), and the Membership Dues proposal. The documents, and actions, all build upon previous work. The strategic planning document was the work of Southeastern staff, trustees, and the outside consultant Tracy Thompson. Southeastern staff developed the elements in the 5-Year Plan of Service based on requirements from New York State as well as the strategic goals outlined in the previous document. The dues proposal is the Strategic Plan’s first action, as related to finances.</li> </ul>	
<b><i>Motion to approve Strategic Plan 2021-2026</i></b>	<p>Board President Mary Ellen Leimer highlighted the diligent work of Planning Committee Chair Mary Jo Russell and Executive Director Tessa Killian in the development of these important documents, by the State’s deadline.</p> <p><b><i>E. Rubin made a motion to approve the Strategic Plan as presented. Seconded by G. Trask. Motion carried.</i></b></p>
<b><i>Motion to approve 5-Year Plan of Service</i></b>	<p>T. Killian notes that this document will be submitted to the State as required by April 1, 2021.</p>

	<b><i>G. Riario made a motion to approve the 5-Year Plan of Service as presented. Seconded by M.J. Russell. Motion carried.</i></b>
<b><i>Motion to approve Membership Dues Plan</i></b>	<p>The planning committee recommends a 2% dues increase each year over the 5-year planning period. Fees will not be increased. This schedule will be posted on Southeastern’s website for member reference/budget planning.</p> <p><b><i>B. Albitz made a motion to approve the membership dues plan as presented. Seconded by A. Schuler. Motion carried.</i></b></p>
HRVH Membership Application from Monticello High School	
<b><i>Motion to approve HRVH Membership Application</i></b>	<p>T. Killian led discussion of the HRVH membership application. Monticello High School seeks Southeastern’s assistance in setting up to properly digitize yearbooks and other materials.</p> <p>Trustees determined to include, on future membership applications, a question regarding the planned handling of digitized materials: will they be retained by the institution, or will they be discarded? Surfacing this concern may inspire best-practices conversations among the institution’s stakeholders.</p> <p><b><i>L. Streett made a motion to approve the HRVH membership application from Monticello High School. Seconded by M.J. Russell. Motion carried.</i></b></p>
Proposal from Hudson River Valley Institute	
<p>T. Killian led discussion of the proposal from Hudson River Valley Institute. The Hudson River Valley Institute (HRVI), publishers of the Hudson River Valley Review, are offering one-year subscriptions to Trustees, Southeastern members, and affiliated public libraries who are not already subscribers. Their goal is to increase their subscribership and also offer this as a partnership opportunity for Southeastern members. They would distribute journals to members directly, with no obligation to renew the subscription.</p> <p>Trustees are concerned of the precedent that would be set by allowing one member to promote their services and/or to distribute unsolicited materials to other members. It was determined that the appropriate allowance would be to provide space in Southeastern’s newsletter for HRVI, as a member, to extend their offer to the wider membership so that institutions may follow-up directly with HRVI if they so choose.</p> <p><b><i>Trustees agreed by unanimous consent to allow HRVI, as a member of Southeastern, to post their offer for copies of their journal in Southeastern’s newsletter. Interested parties are to contact HRVI directly, should they have interest in the offer.</i></b></p>	
<b>Informational Items</b>	
Annual Meeting 2021	

T. Killian led discussion of the 2021 Annual Membership Meeting, noting the following:

- Jessamyn West accepted Southeastern’s invitation to be our keynote speaker at the Annual Meeting on June 4, 2021. Jessamyn is a library technologist who lives and works in Vermont.
- Southeastern staff are working with Jessamyn on the specifics of the keynote topic, as related to technology-instruction challenges and strategies when working with patrons and colleagues of varying technology skill levels.

#### Twila Snead Award 2021

T. Killian led discussion of the Twila Snead Commitment to Excellence Award. Nominations are open; trustees are encouraged to consider nominees to put forward. The committee will meet in May to review award applicants.

#### Trustee and Officer Nominating Committee

G. Trask led discussion of the Trustee and Officer Nominating Committee’s recent work. Seven Board of Trustees terms will either expire or come up for renewal in fiscal year 2021-2022. The Committee will present possible nominees for these positions as appropriate at a future Board meeting.

#### Director and Staff Reports

T. Killian led discussion, noting the following:

- Today marks one year of remote Board of Trustees meetings. Trustees are thanked for being flexible in the move to online meetings.
- \$6.2 million in federal stimulus aid is to be distributed to New York State via IMLS; it remains to be seen how this will impact/reach Southeastern’s various member groups but updates will come as available.
- Trustees are thanked for their participation in February’s Advocacy Week. Southeastern staff and Trustees attended all 23 meetings. NYLA reports that libraries are on legislators’ radar thanks to such engagement and outreach. T. Killian will send Trustees a NYLA link to support the final push for library budget support.
- Digital Services Manager Jen Palmentiero and Systems Manager Zack Spalding hosted two EmpireADC sessions for current participants to test the new form tool and the harvesting procedures. The programs were well received and several organizations have signed up to test the new tools that Southeastern developed.
- Education and Outreach Librarian Carolyn Bennett Glauda hosted the SENYCon Prequel on Friday, March 5, with presentations from 5 organizations who shared their pandemic related projects and services.
- The 6th annual SENYCon 2021 will be held remotely on Friday, April 9, 2021.
- Hospital Library Services Manager Sarah Holsted hosted a recent program as part of the RESILIENT series, regarding the issue of mold, and will host two more, one of which will feature speakers from regional libraries that have recovered from disasters. The final program will speak to issues of environmental justice.

#### President’s Report

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

#### Reports from Members

L. Shedrick reports that Mid-Hudson Library System’s new catalog will go live this summer.

Adjournment

***E. Rubin made a motion to adjourn the Board of Trustees meeting at 11:02am.  
Seconded by L. Shedrick. Motion carried.***

Respectfully Submitted,

Laura Streett, Secretary