



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on October 15, 2020**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Maura Albertson, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz, Mary Ellen Leimer, Geoffrey Miller, Laura Streett
Board Members Excused	Mark Colvson, Grace Riario
Representing Southeastern	Tessa Killian
Call to Order	<i>C. Thomas called the meeting to order at 9:34am.</i>
Approval of Minutes of the September 17, 2020	The minutes of the September 17, 2020 meeting were presented to the Board of Trustees. <i>The minutes were accepted into the record as presented.</i>

New Business	
Fiscal Report for September 2020	
<i>Accept the Fiscal Report for September 2020</i>	<p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> • Regarding State aid, MISP/RBDB funds have been received, HLSP is pending. • Membership dues began to arrive in August and September and continue to come in this month; reminder invoices will be issued as appropriate. • Regarding PPP loan forgiveness, Southeastern is awaiting the documentation requirements that have yet to be rolled out, as well as a final word on the specific dollar amount limit for PPP loan forgiveness. • At the prior Board meeting, Trustees inquired as to the date range of Southeastern's mortgage. It is a ten-year mortgage, 2015-2025. <p><i>Treasurer E. Rubin received and filed the fiscal report as presented.</i></p>

Southeastern Facilities: upgrades and tenant

T. Killian led discussion, noting the following:

- An outside air exchange system is prohibitively expensive. We’re considering installing HEPA filters on Southeastern’s furnaces, which would require some adjustments to the system to accommodate.
- New gutters have been installed; leaf guards are forthcoming for the two most impacted sides of the building.
- Underground utility lines have been staked out in preparation for an excavator to bury the gutter drain on the north side of the building.
- The lower level carpets (installed in 2005) have been removed as part of the mold remediation. Replacement solutions are under discussion.
- Two freestanding dehumidifiers have been installed in the lower level.
- A building inspection/assessment is being considered to identify short and long term upgrades and upkeep needs.

Trustees advised staff to move a few items to the bottom of the action list: replacing attic insulation, burying the gutter drain, and the inspection.

Annual Report for 3Rs Library Systems (July 1, 2019 – June 30, 2020)

Motion to Approve Annual Report Draft

Trustees were provided Southeastern’s Annual Report for Library Systems 2019-2020. This report shows the financial activity for the year, as well as activities associated with each element and goal in Southeastern’s five-year plan of service (2016-2021). The staff completed the draft report, which needs to be reviewed and approved by the Board of Trustees and submitted by 10/31/2020.

T. Killian noted that certain metrics—such as the large increase in professional development program engagement due to the shift to online events and the decrease in resource sharing, for the same reason—have been noted and contextualized.

Trustees suggest adding notes to further document the PPP loan funds and how they were used.

M.E. Leimer made a motion to accept the Annual Report as presented. Seconded by G. Shelton. Motion carried.

Informational Items

Planning Committee Update

M.J. Russell led discussion of the Planning Committee update, noting the following:

- The Committee met with Tracy Thompson of Healthy Organizations Consulting to discuss the results of the 10 focus groups and survey conducted in recent weeks; Tracy presented her report to trustees at the September Board of Trustees meeting.
- There was high praise for Southeastern staff throughout;
- Results suggest that Southeastern should focus on building capacity to continue current initiatives, rather than to develop new services or programs;
- Regarding Southeastern’s Mission and Vision statements, it’s suggested to bring in some “value” words/statements; specifically, to fold such language into the Mission and Vision statements, rather than to draft a separate value statement;

- The Committee is developing four working groups to consider the findings from the focus groups and survey, to meet in November;
- These working groups will return with 3-5 initiatives in each area, to be addressed as part of the forthcoming Strategic Plan. The Planning Committee will review this work in December and January to present outcomes to the Board of Trustees;
- Members of the Planning Committee are asked to participate in these working groups along with Southeastern staff;
- These working groups will focus on four areas: Professional Development, Communications and Marketing, Technology, and Mission and Vision statements.

Trustee and Officer Nominating Committee Update

G. Shelton led discussion of the Trustee and Officer Nominating Committee Update, noting the following:

- As previously announced, Board President Chuck Thomas is retiring from his position at the Newburgh Free Library.
- The Committee has asked Immediate Past President Mary Ellen Leimer to fill the position of President until the end of the fiscal year, June 30, 2021. The Board will vote on this at the November meeting.
- The Committee will seek a replacement for C. Thomas's spot on the 15-member Board of Trustees.

Director and Staff Reports

T. Killian led discussion, noting the following:

- Southeastern offices are open with a modified staff schedule; there's at least one staff member on the premises every week day.
- T. Killian and Finance Manager Liz Gurdin met with the RBT auditors for the in-office fieldwork. The Board will be presented their report at the November meeting.
- The grant-funded RESILIENT Libraries workshop series is underway. The first meeting focused on disaster preparation and the next on self-care and de-escalation. Over 180 people across the state have registered for the second event. There is a LibGuide tracking the discussion and topics covered as well as a working group to further develop the ideas and strategies raised.

President's Report

Board President C. Thomas reported that Newburgh Free Library is back to full staff capacity, with patrons able to sign up for 30-minute computer use slots, notary services, and librarian assistance to select and find titles.

Newburgh is hosting a statue of Harriet Tubman as part of the "Journey to Freedom" tour. The statue was received with a processional march and was put in place by ironworkers who donated their time for the event. The statue will be in place, with concurrent programming for the community, until December 12.

Reports from Members

Members had nothing specific to report at this time.

Adjournment

The Board of Trustees meeting adjourned at 10:35am.

Respectfully Submitted,

Laura Streett, Secretary