



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on January 20, 2022**

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| Board Members Present | Mary Ellen Leimer, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Gina Trask, Maura Albertson, Laura Streett, Laurie Shedrick, Carla Lesh, Beth Zambito, Mark Colvson, Virginia Dunnigan |
| Board Members Excused | Floyd Lattin |
| Representing Southeastern | Executive Director Tessa Killian |
| Call to Order | <i>M.E. Leimer called the meeting to order at 9:30am.</i> |
| Approval of Minutes from November 18, 2021 Board of Trustees meeting | The minutes of the November 18, 2021 meeting were presented to the Board of Trustees. The minutes were entered into the record as amended. |

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| New Business | |
| Fiscal Report for November and December 2021 | |
| <i>Accept the Fiscal Report for November and December 2021</i> | <p>T. Killian led discussion of the fiscal report, noting the following:</p> <ul style="list-style-type: none"> • The December report marks the mid-way point in the council's fiscal year, six months of income/expenses reflecting 47% of the budget; the addition of the mortgage payments brings spending to 50% as planned for this point in the fiscal year. • Hospital libraries have paid their dues and fees for electronic resources; one was paid in January and will be, in addition to database payments, reflected in the January fiscal report rather than the December report. • Trustees inquired on the November timing of the NYS retirement payment; Southeastern made that payment prior to the February due date to receive a discount. That amount reflects the full years' due balance. • Trustees inquired on the traditional strategy for budgeting for inflation (regarding database price increases); the most recent inflation budgeting was for a 7% average increase in the cost of electronic resources. • M.E. Leimer inquired on any advance word on the NYS budget for libraries; G. Riario reports that State Aid will be increased for the first time in many years, while Construction Aid will be down from prior years. |

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| | <p><i>G. Riario made a motion to accept and file the fiscal report for November and December 2021. Seconded by L. Shedrick. Motion carried.</i></p> |
| <p>Approve New Bank Account for ARPA Sub-award</p> | |
| <p><i>Motion to approve new bank account for ARPA sub-award</i></p> | <p>T. Killian led a discussion of a new bank checking account, to be used to keep track of incoming and outgoing ARPA funds. Today's request to the Board is to open this account and authorize signers.</p> <p><i>M. Colvson made a motion to approve the new bank account for ARPA sub-award as presented. Seconded by G. Trask. One abstention. Motion carried.</i></p> |
| <p>EDI Assessment Report</p> | |
| <p>M.E. Leimer and T. Killian briefed Trustees on the EDI survey completed by the Board and staff. An extensive report was generated with information from the survey results and is available to the Board; today's meeting packet includes a summary and highlights of that data for ease of review.</p> <p>The survey results provide metrics and indicate areas of improvement based on these metrics. Southeastern is categorized as a "Leader" in EDI efforts per the council's results (the second-to-highest ranking in the survey's scoring). The "Next Steps" section of the provided breakdown details what actions the council is currently engaged in and what is planned in the near future and beyond.</p> <p>M.E. Leimer touched on the work ahead for the Board: to review and become more familiar with Southeastern's policies and to assess revisions per the language and best practices suggested by the survey results. This review will encompass trustee recruitment as well as staff hiring practices, and may involve the Bylaws Committee. Also noted was the importance of reaching below the 'director level' at member institutions, to include the perspectives, concepts, and ideas from staff at all levels. These conversations will continue in upcoming committee meetings as well as Board of Trustees meetings as a recurring agenda item.</p> <p>Trustees inquired if Southeastern staff felt the survey results were a fair assessment of the council's position regarding EDI concerns; T. Killian confirmed that yes, the results are reflective of the work the council's been doing as well as the work yet to come. In that light, trustees suggest that Southeastern share this tool and brief members on the outcome as a future newsletter item, to stand as an example of similar tools available and to make the statement that this is an important matter that Southeastern is invested in and an effort that the council encourages all its member institutions to be involved with.</p> <p>Trustees noted the importance of addressing the structures that support inequities that EDI efforts aim to remedy; there's a danger in operating at a superficial 'box-checking' level; depth of assessment and self-education should remain the council's focus.</p> <p>The Ad-Hoc EDI Committee will continue its work and make recommendations to the full Board about how to get the message out, as discussed, and what exactly Southeastern's message should be in its role as a consortium. Also, the Planning Committee will look at an</p> | |

EDI component for a future Board retreat, be it a speaker or other resource to help develop awareness/education. Staff will continue to include EDI discussions at internal meetings.

Annual Meeting and Twila Snead Award

T. Killian led discussion on the 2022 Annual Meeting and the 9th annual Twila Snead Commitment to Excellence Award. The Planning Committee will meet in February to discuss the proposed Annual Meeting format and to determine if a venue is required.

Volunteers were requested to join the Twila Snead Award committee to review applications/nominations; E. Rubin and M.J. Russell so volunteered. Trustees were encouraged to reach out to T. Killian if they would like to participate or if they have recommendations for an Annual Meeting speaker/keynote.

Old Business

ARPA updates

T. Killian led discussion of the ARPA Award process. Southeastern's current focus is on the Museum / Library Partnership and Digital Inclusion grants.

Of the thirteen applications for the Museum / Library Partnership received, six grantees have been chosen for projects such as digitization, oral histories, programming, etc., all which fall within the grant parameters.

Registration for the Digital Navigators of the Hudson Valley project is open until January 21; Southeastern has received more than fifty applications. The program is a robust effort to train library workers and community members in how to assist others with their technology needs. Trustees are encouraged to let Southeastern know if they have any potential applicants in mind.

G. Riario spoke to the importance of deploying 'soft skills' as a Digital Navigator, to meet community members where they are and to do so without making assumptions about a presumed basic level of technological skill. Trustees are asked to share if they are aware of grassroots/community organizations involved in this kind of assistance, as they may be valuable contributors to the project.

Regarding broadband access, T. Killian looks forward to new statewide initiatives from the Governor's office, as well as the education that Digital Navigators will receive regarding tools, subsidies, and programs already in place toward helping community members access broadband internet connections. Academic libraries—as well as other departments/roles on academic campuses—are encouraged to participate as well, to assist not only students currently on campus but also to assist students when they return home.

Southeastern's applications, sent to the State Library on November 18, 2021 for ARPA Sub-Awards is in its final review, with grant finance review to follow. Southeastern expects a verbal approval in the next few days; the State Library recommends that project preparations and work should continue in anticipation of approval, to keep to the firm program completion deadline (end of June 2022).

Informational Items

Final Financial Audit Report and Board Report from RBT

Trustees were provided copies of the Final Financial Audit Report and Board Report from RBT. The only change from the Board's November draft report review was the suggested edit to Hospital Library fund wording, changing "grants" to "subsidies."

Reports from Committees (Board or Advisory)

- The Ad-Hoc EDI Committee will meet next week to establish some specific points of focus for this fiscal years' term;
- The Digital Advisory Committee meets this Friday;
- The Continuing Education Committee met recently to plan SENY-Con 2022.

Director and Staff Reports

T. Killian led discussion of the Director and staff reports, noting Southeastern's events for 2022, including:

- Project READY: Reimagining Equity & Access for Diverse Youth with Dr. Evangela Oates, an intensive program for school librarians and other interested participants, held in sessions from February 7, 2022 - June 10, 2022;
- The 7th annual SENY-Con will be held on Friday, April 1, 2022 with a hybrid option, with some presenters to record/stream from Southeastern's conference space;
- Banned Books Symposium: A virtual half-day conference features presentations discussing book challenges and censorship, to be held Saturday, March 5, 2022 in cooperation with Mount Saint Mary College.
- The PILLARS Symposium returns with the theme "Preparation, Information Literacy, Libraries, Academic Resources, and 21st Century Skills for Transitioning from Secondary School to College," with a date TBD for summer 2022;
- Southeastern will receive a \$10,000 grant from Region 7/NNLM for a hybrid technology kit, which will allow Southeastern to convene professional virtual/hybrid events.

President's Report and Executive Director Evaluation

Board President M.E. Leimer briefed Trustees on plans for the routine Executive Director performance review. The Finance & Personnel Committee will meet in February or early March to review the process and to allow the Board to approve the reformatted Executive Director job description draft. Also to be discussed is a summary report to include in the Executive Director's personnel file, for years in which a more formal performance review was not conducted.

Reports from Members

Trustees had nothing specific to report to the Board at this time.

Adjournment

B. Albitz made a motion to adjourn the Board of Trustees meeting at 10:43am. Seconded by M. Albertson. Motion carried.

Respectfully Submitted,

Becky Albitz, Secretary