



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on May 19, 2022**

Board Members Present	Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Gina Trask, Laura Streett, Carla Lesh, Virginia Dunnigan, Kristy Lee
Board Members Excused	Maura Albertson, Mary Ellen Leimer, Floyd Lattin, Laurie Shedrick, Beth Zambito
Representing Southeastern	Executive Director Tessa Killian
Call to Order	<i>Vice President G. Trask called the meeting to order at 9:33am.</i>
Welcome and Introductions	Trustees welcomed Kristy Lee of SUNY New Paltz, who has joined the board to complete the remainder of M. Colvson’s term. K. Lee is on the ballot for her first five-year term, to be approved at this year’s Annual Membership Meeting.
Approval of Minutes from March 17, 2022 Board of Trustees meeting	The minutes of the March 17, 2022 meeting were presented to the Board of Trustees. The minutes were entered into the record as presented.

New Business	
Fiscal Report for March and April 2022	
<i>Motion to accept the Fiscal Report for March and April 2022</i>	<p>T. Killian led a discussion of the fiscal report, noting the following:</p> <ul style="list-style-type: none"> • Southeastern’s revenue and expenses are on track for this time in the fiscal year, which ends June 30th; • The ARPA grant has no budget for actual comparison information as it is a novel circumstance; this months’ reports detail ARPA funds paid out to members as planned; • Southeastern’s mortgage matures in February 2025; the interest rate of 4.875% has yet to be raised within its variable range and so the proposed 22/23 budget is set for the current rate; noting that the rate could change, with a ceiling of 7%. <p>Trustees inquired if the ARPA funds earmarked for staff salaries will be reflected in the end of year report as revenue; T. Killian confirms that will be the case. Trustees noted that will be kept in mind during the Board’s review, as the grant was a one-time revenue source.</p> <p>Trustees suggested that the mortgage note would indicate when the interest rate will be raised, and by how much. It was suggested that per that information, it might be preferable to pay the mortgage off</p>

	<p>before the rate increases, if the increase is to be substantial.</p> <p>G. Riario made a motion to accept and file the fiscal report for March and April 2022. Seconded by E. Rubin. Motion carried.</p>
<p style="text-align: center;">Finance & Personnel Committee Recommendations for FY 2022/2023 Operating Budget Proposal</p>	
<p>T. Killian led a discussion of the Finance & Personnel Committee Recommendations for FY 2022/2023 operating budget proposal, noting the following:</p> <ul style="list-style-type: none"> • The Committee met in April and May to discuss salaries and to review the draft operations and capital improvement budgets; notes from these meetings were provided to trustees; • The proposed budget aims to invest in programming, staffing, and improvements to the council’s space; • The council has added roughly \$71,000 in revenue through a combination of reduced expenditures and the arrival of ARPA funds; • The proposed budget includes funds to contract with an Equity, Diversity, and Inclusion (EDI) consultant for members to utilize; • Southeastern’s insurance and operating expenses are projected to both increase by around 9% each; • The proposed budget calls for a mostly balanced increase in both expenditures and revenue. It is requested that reserve funds be used to balance the proposed budget in the amount of around \$44,000; • In the coming fiscal year, State Aid is set to be increased; • In the coming fiscal year, benefits costs (retirement and health insurance) are set to decrease; <p>E. Rubin led a discussion of budget items related to personnel, noting the following:</p> <ul style="list-style-type: none"> • The Committee requests Board approval for a 4% pay increase for Southeastern staff and a 4.52% increase for the Executive Director; • The Committee requests Board approval to offer a full-time position to the Finance Manager, along with the corresponding benefits options. This change would permit the Executive Director to focus on other matters while also expanding the council’s capacity to receive, plan, and execute grants, investments, and other financial work. <p>Trustees noted that the proposed change to a full-time Finance Manager is a vital investment in Southeastern operations; the ARPA grant, for example, required an immense amount of work, much of which fell to the Executive Director with the Finance Manager’s support. It would be difficult to imagine how similar work could be managed again moving forward, without the Executive Director bearing an undue burden. Likewise, capital improvements and the proposed action on the mortgage will all benefit Southeastern’s work and the wellbeing of its staff.</p>	
<p>Motion to approve Operations budget for FY 2022/2023</p>	<p>B. Albitz made a motion to accept the operations budget for FY 2022/2023 as presented. Seconded by G. Riario. Motion carried.</p>

Finance & Personnel Committee Recommendations for FY 2022/2023
Capital Improvements Budget Proposal

T. Killian led a discussion of the Finance & Personnel Committee Recommendations for FY 2022/2023 capital improvements budget proposal, noting the following:

- The main ask in the capital improvements budget proposal is to renovate the attic insulation. This would entail removing the old fiberglass-style insulation, cleaning the space, installing open cell foam insulation, and applying a thermal barrier product to the new insulation, all at a cost of around \$26,000;
- The proposal also includes the installation of an outside air exchange system for the main level of staff offices (as is in place in both the tenant’s HVAC zone and the lower level conference space HVAC zone);
- These renovations would improve energy efficiency of heating/cooling in the main level of staff offices, stabilize the attic temperatures year-round to the benefit of the furnace/air conditioning unit located in that space, and increase the quality of airflow in staff spaces;
- This proposal, which would draw from the council’s \$980,000 unrestricted fund balance, would leave the unrestricted fund balance at around \$938,000 at the end of FY 22/23. Trustees note that the council is in a good financial position to accomplish the proposed capital improvements;
- Other building repairs/upgrades not included in the capital improvements proposal will be drawn from the corresponding budget line for such work; should anything exceed that allotted amount the Committee will bring it to the board’s attention for discussion and approval.

Motion to approve Capital Improvements Budget for FY 2022/2023

G. Trask made a motion to approve the capital improvements budget for FY 2022/2023 as presented. Seconded by B. Albitz. Motion carried.

Policy Discussion and Approval for Emergency Closings and Remote Work

T. Killian led a discussion of the proposed emergency closings and remote work policies, noting the following:

- It is proposed that Southeastern establish a permanent remote work system for staff, permitting the benefit of working from home two days per week (with amendments to that benefit possible, per changing circumstances);
- This proposed system is distinct from the existing ADA-related remote work policy, the emergency closings remote work policy, and the ad-hoc remote work request policy;
- Changes to the emergency closing policy have been applied to streamline that policy in line with the proposed remote work policy.

Trustees inquired as to the technology accommodations made for staff working from home; as the policy outlines, staff are provided a monitor and laptop for home use, while internet service is not subsidized by Southeastern.

The Executive Director will develop procedures to guide staff in the implementation of the remote work policy.

<i>Motion to approve Remote Work Policy</i>	<i>E. Rubin made a motion to approve the remote work policy as presented. Seconded by G. Riario. Motion carried.</i>
<i>Motion to approve Emergency Closings Policy</i>	<i>B. Albitz made a motion to approve the proposed changes to the emergency closings policy as presented. Seconded by K. Carter. Motion carried.</i>
Bylaws Committee	
<i>Motion to approve Bylaws Revisions</i>	<p>The Bylaws Committee updated trustees on member comments on the bylaws revisions.</p> <p>Subsequent amendments are:</p> <ul style="list-style-type: none"> • Error in number of trustees in Section 4.2.2: ‘One trustee representing the academic library community’ amended to ‘Three additional trustees representing the academic library community.’ • Error in number of trustees in Section 4.2.2: ‘Three additional trustees representing the special libraries community’ amended to ‘One trustee representing the special libraries community.’ • Section 7.1: amend to remove statement regarding ‘grant degrees,’ as this is boilerplate language not relevant to Southeastern. <p><i>M.J. Russell made a motion to approve the bylaws with proposed amendments as presented. Seconded by G. Riario. Motion carried.</i></p>
HRVH Member Application from the Jacob Leisler Institute for the Study of Early New York History	
<i>Motion to approve HRVH Membership Application</i>	<p>T. Killian led a discussion of the HRVH Member Application from the Jacob Leisler Institute for the Study of Early New York History. The Institute, located in Hudson, has a focus on New York history from 1864-1773; they are currently working to digitize materials related to marginalized groups in the state.</p> <p><i>B. Albitz made a motion to approve the HRVH application. Seconded by K. Lee. Motion carried.</i></p>
Informational Items	
Annual meeting	
Trustees were asked to register for this year’s 55 th annual membership meeting, to be held virtually on Friday, June 3 rd . To follow the membership meeting there will be a Board of Trustees meeting, at which time next year’s officers will be approved as well as the council’s Official Designations.	
Planning Committee	
Trustees were invited to attend a social gathering at Twin Star Orchards in New Paltz, on Friday, June 10 th from 4-6pm.	
Ad Hoc EDI Committee	

T. Killian led a discussion of the Ad Hoc EDI Committee, noting the following:

- The committee intends to create a report to bring together the topics it has reviewed over the past year. This report will include guiding principles, core values, statements, and definitions to give context to the work as well as tie in actionable items to Southeastern's strategic planning and programming;
- Two recommendations to come from the committee include the budget for a member consultant, as well as the request that a standing EDI Committee be formed.
- The Ad Hoc Committee intends to utilize the services of a consultant to facilitate brainstorming/the formation of said report.

Report from the Trustee and Officer Nominating Committee: Officers for FY 2022/2023

The Trustee & Officer Nominating Committee previewed the following slate of officers for the 2022/2023 Southeastern Board of Trustees:

- Gina Trask, President
- Becky Albitz, Vice President
- Beth Zambito, Secretary
- Ellen Rubin, Treasurer
- Floyd Lattin, Assistant Secretary-Treasurer

The slate of officers will be approved at the Board meeting to follow the Annual Meeting.

Director and Staff Reports

T. Killian led a discussion of the Director and staff reports, noting the following:

- The ARPA grant deadline has been extended to March 2023;
- The 7th annual 'SENYCon' was held as a hybrid event on April 1st;
- The 'Consider the Source Collaborative Knowledge Institute' was held at Locust Grove Estate on May 12th.

Council Advisory Committee Reports

M.J. Russell reported that the region only has three remaining hospital librarians staffed, with the VITAL librarian service otherwise filling that role. Consequently, the HLSP Advisory Committee no longer has a Chair, with the committee members sharing those duties. T. Killian will talk to the HLSP Manager about how to fill that role, as according to the bylaws committees need to have a chairperson.

Board and Staff Development Meeting Notes

Trustees were provided notes from the Board and Staff Development Meeting held on March 17th.

President's Report

Vice President G. Trask recognized Ginny Dunnigan on the occasion of her near retirement. Ginny has served on the board for three years, having stepped in to fill a vacancy, and participated in the Trustee and Officer Nominating Committee during that committee's busiest year on record, handling two mid-term retirements and filling seven trustee positions. G. Trask, on behalf of the board, wishes Ginny peace and joy in her retirement.

T. Killian shared that she and Ginny have been colleagues for quite some time and that it was a pleasure to work together and to get to know one another better through Ginny's time serving

on Southeastern's board.

Ginny thanked the board for their kind regards and shared that she plans to travel and hopes to teach ESL in the coming years.

Adjournment

G. Riario made a motion to adjourn the Board of Trustees meeting at 11:28am. Seconded by B. Albitz. Motion carried.

Respectfully Submitted,

Becky Albitz, Secretary