



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on July 15, 2021**

Board Members Present	Mary Ellen Leimer, Beth Zambito, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Laurie Shedrick, Floyd Lattin, Carla Lesh, Mark Colvson, Virginia Dunnigan
Board Members Excused	Gina Trask, Maura Albertson, Laura Streett
Representing Southeastern	Executive Director Tessa Killian
Call to Order	<i>M.E. Leimer called the meeting to order at 9:32am.</i>
Introductions	The Board introduced themselves and welcomed new trustee Kirsten Carter.
Amend Agenda	<i>E. Rubin made a motion to add a Membership Application action item to New Business, to follow the fiscal reports discussion. Seconded by M.J. Russell. Motion carried.</i>
Approval of Minutes from June 4, 2021 Board of Trustees meeting	The minutes of the June 4, 2021 meeting were presented to the Board of Trustees. A typo was noted for correction (“Mary Elle” rather than the correct “Mary Ellen”) on page one. <i>The minutes were entered into the record as amended.</i>
Board of Trustees Meeting Dates, Times, Locations	M.E. Leimer briefed trustees on the results of the meeting date poll. The third Thursday of the month remains the consensus for Board of Trustees meeting days. Agenda items requiring trustee action will be brought to the floor earlier on in meeting proceedings, to allow trustees who cannot remain for the full duration to depart as necessary. For the time being, meetings will remain virtual; a hybrid model is being considered for future meetings. It was also noted that the September 2021 meeting will be held on the scheduled alternate date of September 23 rd , rather than September 16 th , to accommodate the Yom Kippur holiday.

New Business	
Board of Trustees: Meeting Dates, Times, Locations	
M.E. Leimer informed trustees that per the recent availability polls, there is to be no change from the current schedule of “the third Thursday of the month” for Board meetings. Action items likely to result in lengthy discussions will be addressed nearer the start of meetings to accommodate trustees who may need to depart before adjournment. Meetings will remain via Zoom for the time being; hybrid virtual/in-person meetings will be proposed in the future as appropriate.	
Fiscal Report for May and June 2021	

<p><i>Accept the Fiscal Report for May and June 2021</i></p>	<p>T. Killian and Treasurer E. Rubin led discussion of the fiscal reports, noting the following:</p> <ul style="list-style-type: none"> • Southeastern enters FY 2021-2022 in good financial shape (under budget and with extra revenue); • T. Killian and Finance Manager Liz Gurdin are at work preparing for the end-of-year state and audit reports; • A separate capital improvements budget report will be presented with the July report at the next Board meeting. <p><i>F. Lattin made a motion to accept and file the fiscal reports. Seconded by G. Riario. Motion carried.</i></p>
<p>Governing Membership Application</p>	
<p>T. Killian led discussion of the Governing Membership application. Garnet Health System is a returning member. Since canceling their membership with Southeastern in December 2020, Garnet Health System staff faced a significant loss in subsidized resources/e-resources. Garnet Health System requests membership reinstatement to regain access to consortium pricing/e-resources packages as well as Southeastern’s VITAL staffing program. Garnet’s administration was reminded that membership comes with consortia obligations: Southeastern is not itself a vendor and council-negotiated agreements with outside vendors requires ongoing commitment from constituent institutions.</p>	
<p><i>Motion to approve Governing Membership application</i></p>	<p><i>G. Riario made a motion to accept the Governing Membership application. Seconded by B. Albitz. Motion carried.</i></p>
<p>Vacation Policy Edits</p>	
<p>T. Killian led discussion of the proposed edits to Southeastern’s Vacation Policy:</p> <ul style="list-style-type: none"> • The vacation policy as it is currently written has unused vacation, over a certain amount, set to expire on the employee’s anniversary. It’s felt that a better approach is to eliminate that statement. • The rationale for this change is that: <ul style="list-style-type: none"> ○ There is an accrual cap in place. Employees can accrue up to 25 days and then accruals stop until vacation time is used, then it begins to accrue again. ○ Employees are at risk for losing accrued vacation if they reach their anniversary with more than 10 days of vacation accrued. • There is no financial impact to Southeastern for making this policy change. • The Executive Director may approve an employee carrying over additional days for unforeseen circumstances; regarding their own accrued vacation time carryover, or other circumstances related to this policy, the Executive Director will consult with the Board President, the Chair of the Finance and Personnel Committee, or their approved designee. 	
<p><i>Motion to approve Vacation Policy Edits</i></p>	<p><i>L. Shedrick made a motion to approve the proposed Vacation Policy edits as presented. Seconded by M. Colvson. Motion carried.</i></p>
<p>Board of Trustees activities for the 21/22 Fiscal Year</p>	
<p>Trustees were provided a document detailing the responsibilities of the Board committees listed in the bylaws. In addition to the projects listed on the document provided, the discussion added projects or tasks for each of these standing committees for the upcoming</p>	

years' work.

Trustees intend to pursue, in part, the following:

- The **Finance and Personnel Committee** will conduct an Executive Director evaluation this fiscal year. Board Treasurer E. Rubin (whose position as Chair of the Finance and Personnel Committee is dictated by the Council's bylaws), will meet with Board President M.E. Leimer to plan the evaluation process;
- The **Bylaws Committee** will pursue a bylaws change to the following end: the trustee in the Vice-President position will be slated to become the Board President, upon the current President's departure from that position* (this goal edited to change "Board" to "position");
- The **Planning Committee**, having completed work on the 5-Year Plan of Service, will refocus toward planning the Annual Meeting, a Board of Trustees retreat, social events (as circumstances allow), and coordination with the staff on the first year of tasks in the Plan of Service.
- Trustees discussed the option of forming ad hoc committees, as needed, to address a variety of potential circumstances ("ad hoc" because standing committees need to be set forth in the Bylaws). An example of such a committee was the recent ad hoc Building Committee, convened to oversee extensive renovation projects at Southeastern's headquarters.
- The Board will convene an ad hoc **Equity, Diversity, Inclusion Committee**, an item originally under the Planning Committee's tasks, composed of trustees and Southeastern staff. T. Killian will begin the process of soliciting members for this ad hoc committee.

Board of Trustee Lists and Committees:
Contact Information, Terms of Office, Committee Selections

Trustees were provided the following documents:

- Contact information for Trustees
- 2021/2022 Terms of Office
- Board Committee and Liaison Roster for fiscal year 2020/2021
- A form for trustees to select committees for fiscal year 2021/2022

Trustees were asked to consider the various committees in context of their expertise, to volunteer where they believe they will be of assistance to the council staff and membership as either a committee member or liaison.

Informational Items

Follow-up and Evaluations from the 2021 Annual Meeting

The council hosted 66 attendees at the annual meeting on June 4, 2021. An evaluation was sent to attendees immediately after the meeting and again the following week. Trustees were today provided the responses received, which were overwhelmingly positive.

Engagement Letters for the 2020/2021 Audit

Trustees were provided today with two letters from the council's auditing firm RBT CPAs, LLP regarding the 2020/2021 audit:

- **Planning and Scope Letter:** This letter is intended to communicate the planned scope and timing of the audit of Southeastern's financial statements for the year ending June 30, 2021. RBT plans to do their fieldwork on September 14, 2021.
- **Engagement Letter:** This letter indicates Southeastern's acknowledgment of, and agreement with, the arrangements for RBT's audit of the financial statements and

outlines the council’s respective responsibilities.
Director and Staff Reports
<p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> • Southeastern awaits a formal announcement and guidelines from the State Library on the use of funds for library-related initiatives via the American Rescue Plan Act. These funds are benchmarked for specific areas (digital inclusion, school library digital resources, and museum and library partnerships) and would require Southeastern to submit a non-competitive application outlining prospective projects; • HVAC and other renovations are scheduled for Southeastern’s building, with an August timeline; • Southeastern staff are working on a NYS HERO (Health and Essential Rights) Act plan, “to protect employees against exposure and disease during a future airborne infectious disease outbreak” per the state’s language; • Hospital Library Services Program Manager Sarah Holsted is now a full-time staff member; Finance Manager Liz Gurdin’s expanded hours have also commenced; • Digital Services Manager Jennifer Palmentiero and Systems Manager Zachary Spalding are working toward this month’s Empire ADC rollout; • Education and Outreach Librarian Carolyn Bennett Glauda wrapped up the councils-wide PILLARS symposium, “A three-day symposium that will bring educators and librarians together to share knowledge on the topic of student readiness for college and beyond.” Over 500 people registered from across the state.
President’s Report
Board President M.E. Leimer had nothing specific to report to the Board at this time.
Reports from Members
L. Shedrick thanked T. Killian and J. Palmentiero for their work indexing NY Heritage into Mid-Hudon’s public catalog—326,644 access points to digital collections!
Adjournment
<i>E. Rubin made a motion to adjourn the Board of Trustees meeting at 10:55am. Seconded by M.E. Leimer. Motion carried.</i>

Respectfully Submitted,

Becky Albitz, Secretary