

**SOUTHEASTERN NEW YORK LIBRARY RESOURCES COUNCIL
MINUTES OF THE BOARD OF TRUSTEES MEETING
September 15, 2011**

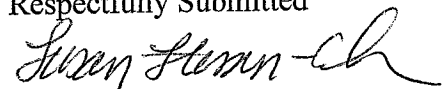
BOARD MEMBERS PRESENT	Mary Jo Russell, Mary Flad, Barbara Petruzzelli, Rebecca Gerald, Merribeth Advocate, Amy Schuler, Stephan Macaluso, Muriel Verdibello, Jon Grennan, Kari Mack, Sarah Canino, Susan Stessin-Cohn, Danielle Yeomans, Mary Ellen Leimer
EXCUSED	Robert Hubsher
REPRESENTING SENYLRC	John Shaloiko
CALL TO ORDER	M. J. Russell called the meeting to order at 9:40 AM.
INTRODUCTION OF NEW BOARD OF TRUSTEE MEMBERS & NEW SENYLRC STAFF	M. Russell introduced new BOT members Mary Flad, Amy Schuler and Rebecca Gerald. J. Shaloiko introduced Lisa Mazzarelli, new SENYLRC bookkeeper.
APPROVAL OF MINUTES/MOTION TO APPROVE	The minutes of the June 17, 2011 meeting were presented <i>M. Verdibello moved to approve the minutes of the June 17, 2011 meeting as presented. Seconded by D. Yeomans. Motion carried.</i>

NEW BUSINESS	
ACCOUNTING /BUDGET UPDATE	<p>J. Shaloiko announced that beginning with the 2011/12 fiscal year, SENYLRC has started using QuickBooks for Non-Profits replacing the InfoFund accounting system previously used. C. Martin has completed the close out of FY 2010/11 Infofund in mid-August.</p> <p>J. Shaloiko and L. Mazzarelli are in the process of setting up bank accounts in QuickBooks. A colleague of Mark Levy from Nugent Haussler assisted SENYLRC in setting up QuickBooks. J. Shaloiko recommends the Board review reports that L. Mazzarelli prints periodically throughout the year that will give the Board a better feel as to where SENYLRC is in the budget process. This will also allow the Board to vote on budgetary matters in a timely fashion.</p> <p>J. Shaloiko provided a summary of SENYLRC's multiple bank accounts providing balances and interest rate. With the help of the BOT treasurer, J. Shaloiko will review the accounts to determine if an account should be retained or possibly transferred to a higher interest bearing account.</p> <p>J. Shaloiko spent some time with a representative of the Rondout Savings Bank to determine SENYLRC's options regarding the mortgage account. J. Shaloiko explained the interest rate on the</p>

	<p>mortgage loan – at year 10 a onetime adjustment is made to the interest rate. J. Shaloiko was provided with some options to consider in the future and will meet again to determine what is best for the Council.</p> <p>THE L,R,H,M fund descriptions will be discontinued and the actual name of the fund will be used; L=operating, R=RBDB, H=Hospital, M=MISP. J. Shaloiko reviewed all balances in all funds for 2010/11 and for the start of 2011/12. Discussion took place on the HLSP \$7,100 electronic resources subsidy which formerly was taken from the HLSP line. Due to lack of reserves in the HLSP line this year, \$7,100 will be taken from the operating budget for this fiscal year only. HLSP library managers are aware that the electronic resources subsidies will no longer be available starting in 2012/13.</p> <p>Discussion took place on other major expenses from the operating budget: NYSHIP health insurance premiums and NYS retirement payments.</p> <p>Hopefully, beginning with the next Board meeting financial information provided by QuickBooks will be provided.</p>
<p>MOTION</p>	<p><i>M. Leimer moved to authorize J. Shaloiko increase the operating budget to include \$7,100 for HLSP electronic resources and \$1,400 from the Operating budget for additional hours for P. Carroll-Mathes for 6 additional work days over the next few weeks. Seconded by M. Flad. Motion carried.</i></p>
<p>PLAN OF SERVICE</p>	<p>The 2011-2016 Plan of Service is due at the State Library on April 1, 2012. M. Russell will reconvene the Planning Committee in October to discuss how to get the plan out; look at focus group comments; review suggested categories and mission of the Council. Resource sharing; special client groups, professional development, coordinated services, awareness, communication and cooperative services will be addressed in the Plan of Service.</p>
<p>PERSONNEL COMMITTEE</p>	<p>The Personnel Committee will review the current Personnel Manual and address time-off for part-time employees.</p>
<p>CHILD FIND EXPANSION</p>	<p>Donna Linder, Director of Child Find, asked J. Shaloiko about the possibility of leasing additional space in our building. (Ms. Linder anticipates receiving a federal multi-year grant that will require additional employees.) The additional space in the lower level targeted for Child Find are the “blue” meeting room and the storage room behind the large meeting room. Child Find and SENYLRC would share the hallway and two bathrooms that are presently on SENYLRC’s side. Increased rental revenue would be approximately \$10,500. SENYLRC may be assessed additional federal taxes in unrelated business income due to increased leased space by Child Find. Child Find would also do extensive renovations on their current leased space as well as the additional space previously mentioned. Discussion took place regarding how this would affect SENYLRC’s operation, storage possibilities and parking during SENYLRC events.</p>

MOTION	<i>M. Leimer moved to consider options for Child Find expansion. Seconded by M. Advocate. Motion carried.</i>
PRESIDENT'S REPORT	M. Russell reiterated that the BOT made the right decisions in April regarding the SENYLRC budget and staffing reductions. M. Russell is very pleased with the Board support to J. Shaloiko and herself. The Council continues to grapple with financial issues resulting in decreased state aid funding.
DIRECTOR'S REPORT	<p>J. Shaloiko reported on the ongoing IRS issue. Nugent and Hauessler is working on behalf of SENYLRC to resolve this issue.</p> <p>J. Shaloiko will investigate possibly contracting with a commercial payroll service such as Ovation, ADP or Paychecks. Currently the Council uses Ulster BOCES, however, they do not process federal and state taxes on our behalf as well as produce quarterly reports.</p> <p>The audit for 2010/11 should be completed by Fall.</p> <p>SENYLRC may be the recipient of an IMLS grant, Voices of the Hudson Valley: Bringing New Technology to Old Stories through the 21st Century Libraries. This grant is in conjunction with Eileen McAdam from Sound and Story. Eileen McAdam would be the project manager; T. Killian would be project administrator. SENYLRC has not yet received formal notice. The grant is for three years; SENYLRC will receive approximately \$3,000-\$4,000 in overhead expenses. HRVH will benefit from receiving the oral histories.</p> <p>No formal CE committee has been formed this year. Council staff will continue to develop CE programs.</p>
REPORTS FROM MEMBER SYSTEMS	System and Library activity reports were provided by M. Advocate, MHLS; R. Gerald and D. Yeomans, Dutchess and Ulster SLS; S. Stessin-Cohn, Historic Huguenot Street; S. Macaluso, SUNY-New Paltz; K. Mack, SUNY-Ulster; S. Canino, Vassar College; B. Petruzzelli, Mount Saint Mary College; M. Verdibello on behalf of RCLS.
ADJOURNMENT/NEXT MEETING DATE	<i>B. Petruzzelli moved to adjourn the meeting at 11:49 AM. Seconded by K. Motion carried.</i> The next scheduled BOT meeting is scheduled for October 20 th . The Planning Committee may meet on 10/20 rather than the full Board to work on the Plan of Service.

Respectfully Submitted



Susan Stessin-Cohn
Secretary

Minutes were approved at the
November 22, 2011
Board of Trustees meeting