



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
September 20, 2018**

Board Members Present	Mary Ellen Leimer, Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Amy Schuler, Floyd Lattin, Gina Shelton, Rebecca Gerald, Barbara Petruzzelli, Laura Streett, Merribeth Advocate, Duane A. Watson, Kari Mack
Board Members Excused	Mark Colvson
Representing SENYLRC	Tessa Killian
Call To Order	<i>R. Hubsher called the meeting to order at 9:35am.</i>
Approval Of Minutes of the July 19, 2018 Meeting	<p>The minutes of the July 19, 2018 meeting were presented to the Board of Trustees.</p> <p><i>G. Shelton made a motion to accept the minutes as presented. Seconded by F. Lattin.</i></p> <p>T. Killian noted the new format of the minutes document, adjusted to correspond with the meeting structure.</p> <p>R. Hubsher suggested the practice of numbering each motion in a continuous count across meetings. Prior-meeting motions would be noted in successive meeting documents, as well as a year-end tally of the full calendar's motions. He will provide an example document to Southeastern staff for consideration.</p> <p>G. Shelton noted a typo in the spelling of B. Petruzzelli's name in the Bank Resolution item.</p> <p><i>R. Hubsher called the question, to approve as amended. Motion carried.</i></p>

New/Old Business	
Fiscal Report for July and August 2018	
<i>Motion to accept the Profit & Loss statements for July and August.</i>	<p><i>F. Lattin made a motion to accept the Profit & Loss statements for July and August. Seconded by D. Watson.</i></p> <p>T. Killian noted that Southeastern's state aid has been received and is reflected in the reports; as well, miscellaneous receipt of \$16,000 is the insurance payout for the recent flood damage.</p>

	<i>R. Hubsher called the question. Motion carried.</i>
<i>Motion to accept and file the July/August fiscal reports</i>	<i>E. Rubin made a motion to accept and file the fiscal reports as presented. Seconded by A. Schuler. Motion carried.</i>
2017/2018 Annual Report to Division of Library Development	
<i>Motion to approve the 2017/2018 Annual Report to Division of Library Development</i>	<p>R. Hubsher explained the context of the Annual Report. Trustees are tasked with assuring that Southeastern operated according to its Plan of Service, “in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this ‘Annual Report’ was reviewed and accepted by the System Board.” Trustees neither verify nor audit the report; however, the narrative portion explains how finances were applied to Southeastern’s goals and programs, should any questions arise.</p> <p><i>M. Advocate made a motion to approve the 2017/2018 Annual Report to Division of Library Development as presented. Seconded by M.E. Leimer.</i></p> <p>B. Petruzzelli inquired about fees associated with the services described in Element Four, Consulting and Development Services, or if these services are included in membership dues.</p> <p>T. Killian explained that these services are included in membership benefits (while EmpireADC is still working on a statewide fee structure as it gets off the ground).</p> <p>A. Schuler notes the narrative description of fees in section 5.97.</p> <p><i>R. Hubsher called the question. Motion carried.</i></p> <p>M. Advocate commends T. Killian for the timely submission of the Annual Report.</p>
Sexual Harassment Prevention Policy and Training	
<p>R. Hubsher led discussion on the Sexual Harassment Prevention Policy and Training document. It was noted that Southeastern’s Employee Policy Handbook includes a policy on “Sexual and Other Unlawful Harassment” as well as a reporting procedure and form.</p> <p>The current policy will be reviewed by the Finance and Personnel Committee and may need to be revised in order to be compliant with the State’s new guidelines.</p> <p>Annual training on these topics will be mandated by the state in the coming year; the process for this training has yet to be determined and announced.</p> <p>Trustees suggest exploring an “employee assistance program (EAP),” an employer-</p>	

provided service for confidential counseling for employees on topics ranging from personal to financial.	
New HRVH Member application from the Historical Society of Newburgh Bay and the Highlands	
<i>Motion to approve new HRVH Member application</i>	<p>T. Killian briefed Trustees on the HRVH Member application from the Historical Society of Newburgh Bay and the Highlands, noting the organization’s project to create an interactive Urban Archive app for historic street-views and location-based information.</p> <p>Two typos were noted in the application: an extra “0” in the count of photographs held by the organization, and missing information from the organization’s street address.</p> <p><i>M.E. Leimer made a motion to accept the new HRVH membership application. Seconded by M. Advocate. Motion carried.</i></p>
2019 Annual Meeting	
<p>T. Killian led discussion of the 2019 Annual Meeting, noting the following:</p> <ul style="list-style-type: none"> • Marist College was interested in hosting the 2019 Annual Meeting but is unfortunately booked through the range of desired dates. • West Point is another option and features an impressive event space. The location, as a military base, does have security protocols that may dissuade guests; T. Killian will look into the details and is open to alternative venue suggestions from Trustees, as well as suggestions for a keynote speaker. 	
Conflict of Interest Policy/Disclosure Forms	
T. Killian noted that each Trustee was provided a Conflict of Interest Policy/Disclosure Form, to be filled out and returned to Southeastern staff.	
HLSP Librarian Agreement	
<i>Motion to accept the revised HLSP Librarian Agreement</i>	<p>R. Hubsher notes that the HLSP Librarian Agreement has been revised and is presented today for Board of Trustees approval.</p> <p><i>M.J. Russell made a motion to accept the revised HLSP Librarian Agreement. Seconded by G. Shelton.</i></p> <p>T. Killian reviewed the document history and the edits applied from both the HLSP committee and Southeastern’s attorney, noting that language relating to State regulation compliance was removed in favor of reference to Southeastern’s bylaws requirements.</p> <p>It was noted that an asterisk should be added to page one, “E-Resources” to link with the note at the bottom of the page.</p>

	<p>B. Petruzzelli suggested including a third point in section F. Termination of Membership by Hospital to add an explicit mention of Southeastern’s ability to end the agreement, should requirements not be met. It was determined that “by Hospital” can be removed from this section title to allow this addition.</p> <p>M. Advocate suggested the addition of a simple breakdown of the program services for the benefit of the hospital administrators who will be considering the agreement.</p> <p>Typos were noted on page three: (missing word(s) after “special library,” a missing quotation mark and typo in “Requirements”); on this same page and line, Trustees were unclear where in the Southeastern bylaws “HLSP Library Requirements” directs the reader.</p> <p>On page two, section C. E-RESOURCES, the new language in point six is suggested to be reworded as “based on the conditions of the council’s HLSP grant from the State of New York, including the number of staffed beds.”</p> <p>Language in point two on page three ought to read “sets out.”</p> <p>Language in point 11 on page four is suggested to be changed from “add hours” to “adjust hours.”</p> <p>It was suggested that point 12 include mention of the HLSP services at stake in the event of failure to pay program costs.</p> <p>On page five, point 2b, it was suggested “library website” be changed to “hospital library website.”</p> <p>It was suggested that the Assessment Sheet be made more formal (remove “of course” and any other conversational language) as well as less explanatory (ask questions more directly, without providing context for each point).</p>
<p><i>Motion to table HLSP Librarian Agreement for revisions</i></p>	<p><i>B. Petruzzelli made a motion to table the HLSP Librarian Agreement discussion pending revisions. Seconded by D. Watson. Motion carried.</i></p>
<p>Informational Items</p>	
<p>Board of Trustee Committees</p>	
<p>T. Killian noted that Trustees were provided the 2018/19 Board of Trustees Committees roster. The Building Taskforce is the next scheduled committee to meet, on Friday October 12th.</p>	

Building Repairs and Improvements
T. Killian briefed Trustees on plans to prioritize and execute building repairs and upgrades with the assistance of the Building Taskforce. Staff has generated a list of tasks at hand and is gathering quotes from various vendors for work, including designs for a new porch, estimates for flood repair, LED lighting upgrades, and a new roof.
Director and Staff Reports
T. Killian led discussion on Director and staff reports, noting the following: <ul style="list-style-type: none"> • Southeastern flood damage: the affected areas were professionally dried and an insurance adjuster has since visited and presented a coverage report; • The annual audit was completed and Southeastern received a positive verbal report; a final report is forthcoming and will include suggestions for changing the Council’s accounting procedures; • Kelsey Milner is working on SEAL initiatives such as a FAQ libguide and tutorial videos; • Carolyn Bennett Glauda has ongoing CE events, including a Wikipedia workshop; • Jennifer Palmentiero and Zachary Spalding are working on EmpireADC; Jennifer also held a well-attended HRVH User’s Group meeting; • Tessa Killian and Carolyn Bennett Glauda visited legislators in the RCLS area and are planning visits to additional legislators and have extended invitations for local library community members to come along.
President’s Report
R. Hubsher informed Trustees of the upcoming advocacy season and that the NYLA legislative agenda is being planned, noting as well the loss of big library supporters at the State level in the retirements of Senators Bonacic and Larkin. Regarding the legislative agenda, academic librarians are researching the feasibility of proposing legislation to remove non-disclosure agreements from contracts, to better negotiate with vendors. The ALA conference will be held in Washington D.C., June 20-25, 2019; National Library Legislative Day will be combined with this conference. NYLA Advocacy Day will be held Wednesday, February 27 th .
Good of the Order
M.J. Russell noted that the Marist HealthQuest School of Medicine is expected to be opened in 2022. It will be the 151 st medical school in the United States. D. Watson informed Trustees that Bard College and the Historical Society of RedHook have received documentary heritage grants; Bard’s grant will support the Montgomery Place Historic Estate while RedHook’s will be applied to a joint effort with Elmendorf to connect the community with local history and archives.
Adjournment

B. Petruzzelli made a motion to adjourn at 11:55am. Seconded by C. Thomas. Motion carried.

Respectfully Submitted,

Laura Streett
Secretary