



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
January 21, 2016**

Board Members Present	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Barbara Petruzzelli, Kari Mack, A. Floyd Lattin, Amy Schuler, Duane Watson, Rebecca Gerald, Stephan Macaluso, Mary Flad, Robert Hubsher, Chuck Thomas
Board Members Excused	Laura Streett, Mary Ellen Leimer
Representing SENYLRC	Tessa Killian, Danielle Poidomani
Call To Order	B. Petruzzelli called the meeting to order at 9:36AM.
Introductions and welcome	B. Petruzzelli introduced new Trustee Chuck Thomas, the Director at Newburgh Free Library.
Approval Of Minutes/Motion To Approve	The minutes of the November 19, 2015 meeting were presented to the Board of Trustees. <i>R. Hubsher made a motion to accept the November 19, 2015 minutes as presented. Seconded by F. Lattin. Motion carried.</i>

New/Old Business	
2015/16 Fiscal Report	T. Killian presented the following fiscal reports: <ul style="list-style-type: none"> • Profit & Loss by Class (July-Dec. 2015) • Profit Loss – CYTD to PY comparison, Budget to Actual (July-Dec. 2015) • Expenses by Vendor Summary (December 2015) • Balance Sheet (as of December 31, 2015) T. Killian noted the integration of all vendor names into the fiscal report for improved clarity and addressed various inquiries from trustees on the above reports, including the timing of member hospital payments, employee benefit expenses, and grant expenditures.
Motion	<i>R. Hubsher made a motion to accept and file the fiscal reports as presented. Seconded by S. Macaluso. Motion carried.</i>
Planning Committee: Strategic Planning Consultant recommendation	M. Advocate led discussion on the Planning Committee’s progress in vetting strategic planning consultant applications. Trustees discussed the Planning Committee’s determination that the consulting firm Library Strategies would best serve SENYLRC’s strategic planning needs. M. Advocate and T. Killian answered questions about the firm’s history and references, their proposed planning process (including stakeholder meetings and

	membership surveys), estimated expenses (which shall be less than the high-end budget allocation of up to \$25,000), and the timeline for planning process completion.
Motion	<i>M. Flad made a motion to approve the Planning Committee's proposal to hire the consultant firm, Library Strategies. Seconded by S. Macaluso. Motion carried.</i>
Proposed new membership category for individuals	T. Killian led discussion on a proposed new council membership category called "mySENYLRC." This membership category would allow individuals in SENYLRC's region to access council benefits, such as continuing education and networking opportunities as well as virtual benefits such as access to Lynda.com instructional videos, without having to be a member institution employee. The overall benefits provided by this new membership category would remain distinct from extant institutional memberships (i.e. governing and HRVH) as to not draw down membership from those categories.
Motion	<i>F. Lattin made a motion to approve the creation of a membership category for individuals, the fine details of which (including whether or not council bylaws require adjustment) are to be discussed by the Bylaws Committee. Seconded by M.J. Russell. Motion carried.</i>
Finance and Personnel Committee	<p>T. Killian led discussion on a request to open a new account with Empire Savings Bank for a debit card verified by Visa. The purpose of this account would be to utilize Amazon cloud backup services, which require a credit or debit card on file with Amazon, while limiting the risk of access to council funds by utilizing a dedicated source of payment.</p> <p>F. Lattin suggested that the council use the existing American Express credit card for Amazon cloud services, rather than a debit card, as a debit card would function as a cash transaction and limit the council's ability to review or contest charges before the funds are withdrawn by the vendor. T. Killian agreed with this suggestion and withdrew the request to open a new account for Amazon cloud service transactions.</p> <p>R. Hubsher requested the creation of a written policy for council credit card/debit card use; T. Killian noted that such is on the Finance and Personnel Committee's list of policies under review and that the discussion can be moved up the list to be addressed ASAP.</p> <p>R. Hubsher requested a future discussion on the benefits of physical off-site backup versus cloud storage, in the context of data ownership, privacy, and the possible financial benefits to the council of either system.</p>

<p>Twila Snead Award and the Annual Meeting</p>	<p>T. Killian led discussion on SENYLRC's 49th annual meeting, as well as this year's Twila Snead Award nomination process.</p> <p>Annual Meeting update:</p> <ul style="list-style-type: none"> • The Culinary Institute of America has agreed to host SENYLRC's 49^h Annual Meeting on Friday, June 3rd, 2016. • Maxine Bleiweis, the former Executive Director of the Westport Library and current library consultant and innovator, has agreed to give the Keynote presentation. <p>Twila Snead Commitment to Excellence Award discussion:</p> <ul style="list-style-type: none"> • T. Killian requested volunteers to form the Twila Snead Award committee to vet applications. R. Gerald and S. Macaluso so volunteered. • The deadline for applications is April 8th, 2016. • More information on the award, applicant eligibility requirements, and prior winners can be found here: senylrc.org/Twila_Snead
<p>Informational Items</p>	
<p>Director and Staff Reports</p>	<p>T. Killian led discussion on recent Director and staff activities regarding member initiatives as well as internal efforts. Topics included:</p> <ul style="list-style-type: none"> • Alice Graves, the council's Hospital Library Services Program Manager, was granted permanent appointment, having completed her 3-month introductory period on January 7th; • Judy Fischetti, the council's Member Services Librarian, recently undertook an extensive search for a missing snippet of a since-digitized October, 1910 issue of the <i>Kingston Daily Freeman</i>, on behalf of a researcher in Berlin, Germany. This search brought the council staff into close contact with the Ulster County Archive and Friends of Historic Kingston, forming a closer relationship with those groups, who in turn are interested (as is the council) in digitizing more of their regional historical documents via HRVH; • The transition from VDX to the new SEAL 2.0 system has been adjusted to take place in early June, moved from the estimated April release based on beta testing feedback and the inclusion of additional features; • SENYLRC's first convention, during which members will have the opportunity to engage in networking and skill-sharing, is to be held on April 15th, 2016; • Jennifer Palmentiero's ongoing work with both the Empire Archival Discovery Cooperative (EADC) and Empire State Digital Network (ESDN); • SENYLRC's role in the NY3Rs (now ESLN) Digital Backup

	<p>Pilot, which includes cloud server setup, testing and evaluation, development of a pricing structure, and, ultimately, offering the service to other councils.</p> <ul style="list-style-type: none"> • Coordinated Collection Development Aid 2015: all applications have been approved and some institutions have already received their funds; • Director and staff visits to local politicians regarding library advocacy (trustees were provided an advocacy informational handout and discussed Advocacy Day preparations, travel options, and activities).
President's Report	<p>B. Petruzelli expressed her gratitude to T. Killian and Carolyn Bennett Glauda (the council's Member Services Librarian for Education and Outreach) for their help in assisting a recent Library Director's Special Interest Group and encouraged others to reach out to the council if they are in need of such meeting-facilitation support.</p>
Reports From Board Members	<p>R. Gerald noted a new Director at Orange-Ulster BOCES SLS, Lauren Milholland, as well as Jennifer Palmentiero's HRVH webinars presented for the Dutchess and Ulster systems.</p> <p>R. Hubsher reported on ILEAD USA program training efforts at RCLS and MHLS.</p>
Good of the Order	<p>M.J. Russell reported on The Healthy Pet Project, a partnership between Upstate Medical University Health Sciences Library, the Veterinary Medical Center of CNY, and the Fayetteville Free Library, as a model example of collaboration between public, academic, and medical libraries.</p>
Adjournment	<p><i>K. Mack made a motion to adjourn at 11:39am. Seconded by R. Gerald. Motion carried.</i></p>

signature redacted for privacy

Cathy Carl, Assistant Secretary/Treasurer