



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
March 17, 2016**

Board Members Present	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Barbara Petruzzelli, Kari Mack, A. Floyd Lattin, Amy Schuler, Duane Watson, Rebecca Gerald, Mary Flad, Robert Hubsher, Chuck Thomas, Laura Streett
Board Members Excused	Mary Ellen Leimer, Stephan Macaluso
Representing SENYLRC	Tessa Killian
Call To Order	B. Petruzzelli called the meeting to order at 9:39AM.
Approval Of Minutes/Motion To Approve	The minutes of the January 21, 2016 meeting were presented to the Board of Trustees. <i>R. Hubsher made a motion to accept the January 21, 2016 minutes as presented. Seconded by F. Lattin. Motion carried.</i>

New/Old Business	
Coordinated Collection Development Aid Plan	T. Killian briefed trustees on various aspects of the Coordinated Collection Development Aid Plan (CCDA), including the official chart of institution/subject assignments, the annual subject-choice strategy meeting attended by stakeholders, as well as SENYLRC's role in vetting CCDA applications for errors prior to submission to the state library. Trustees inquired as to the calculations used to determine grant amounts per school (they are based in part on an institution's per-student spending) and how CCDA grant funds may be applied (both electronic and physical purchases are allowed as long as the resource is available for lending or on-site use), and SENYLRC's role in the fund distribution process (the council is not a pass-through for grant funds). As some of the Trustees participate in the CCDA program, they were able to share insight on the above points with their colleagues.
Motion	<i>R. Gerald made a motion to adopt the Coordinated Collection Development Aid Plan as presented. Seconded by M. Flad. Motion Carried.</i>
Planning Committee: Plan Of Service	T. Killian led discussion on the 2016-2021 Plan of Service draft process, as undertaken by herself and the Planning Committee, and briefed trustees on the documents presented today for their review and approval: " section 3 , describing the planning, approval and evaluation of the plan, and section 4 for the mission, and all the relevant Elements for a Reference and Research

	<p>Library Resources System. Each element contains a goal statement, relevant years, the intended results and the evaluation methods.” The comments and feedback that shaped this draft of the Plan of Service were provided by member surveys, special interest groups, and SENYLRC’s advisory committees, to wit: the Technology Review and Action Committee (TRAC), the Digital Advisory Committee (DAC), the Regional Interlibrary Loan Committee (RIC), the Hospital Library Services Committee (HLSP), and the Continuing Education Committee (CE).</p> <p>F. Lattin inquired about the differences between this Plan of Service and its predecessor. T. Killian explained that the Planning Committee was able to reduce the document length by about four pages via streamlined and condensed language (with feedback from both the Planning Committee and SENYLRC staff); other changes from the previous Plan include a broader approach to stating the council’s goals for increased flexibility, as well as the elimination of some since-accomplished goals from the 2011-2016 Plan.</p> <p>T. Killian led trustees through the provided sections to provide an overview of each section’s elements, goal statements, timelines, intended results, and evaluation methods, as well as to address any questions and comments from the Trustees:</p> <ul style="list-style-type: none"> • R. Hubsher expressed concern regarding the language used in the Plan of Service’s “Evaluation Method(s)” sections, citing the difference between “outputs” and “outcomes” when determining the success of an initiative. Trustees determined that, due to the April 1 submission deadline, the Planning Committee would welcome and incorporate feedback from the state, should it find the “Evaluation Method(s)” language insufficient. • L. Streett suggested a change to the “Catalog Services” Goal Statement, to qualify “Encoded Archival Description” as a standard, rather than a variety of catalog. • M.J. Russell suggested a change to the “Intended Results” language, as regarding the Medical Information Services Program (MISP), to replace the word “reliable” with the more neutral term “published.” • M. Flad suggested a revision to Element 4 (Consulting and Development Services); specifically, to adjust the language to calibrate the council’s offered services to address priority areas (automation, technology, website development, resource sharing, management issues, and digitization).
Motion	<p><i>M.J. Russell made a motion to approve the 2016-2021 Plan of Service draft as presented, with suggested revisions. Seconded by D. Watson. Motion carried with one abstention.</i></p>

<p>Planning Committee: Strategic Planning Update</p>	<p>T. Killian briefed trustees on the Planning Committee’s first Strategic Planning meeting with Stu Wilson of Library Strategies, held on February 18th, during which a planning timeline was established and the strategic planning retreat was set for Monday, April 25th. Another meeting with Stu Wilson was held with the SENYLRC staff to elicit feedback and to allow Mr. Wilson to learn about staff roles in council services.</p> <p>M. Advocate reminded trustees to participate in a planning survey.</p>
<p>Board Retreat for 2016/17</p>	<p>B. Petruzzelli led discussion on the planned Board retreat, an opportunity that will allow the Trustees a wider-range of discussions than either a typical Board of Trustees meeting or the planned Strategic Planning retreat. T. Killian suggested syncing this planned Board retreat with the new-Trustee orientation to come after the Annual Meeting’s officer appointments. B. Petruzzelli noted that making a motion to approve the retreat will establish the goal for the new slate of officers to come in July.</p>
<p>Motion</p>	<p><i>M.J. Russell made a motion in favor of a board retreat. Seconded by K. Mack. Motion carried.</i></p>
<p>2015/16 Fiscal Report</p>	<p>T. Killian presented the fiscal report. Trustees noted the usefulness of the new “percentage of budget” figure in clarifying the report. T. Killian informed the trustees of the council’s success in soliciting donations towards the cost of the upcoming Annual Meeting.</p> <p>M. Advocate noted for the record that the Board of Trustees is pleased with the updated fiscal report format.</p>
<p>Motion</p>	<p><i>M. Flad made a motion to accept and file the fiscal reports as presented. Seconded by F. Lattin. Motion carried.</i></p>
<p>Finance & Personnel Committee: Capitalization and Records Retention Policies</p>	<p>T. Killian led discussion of the proposed Capitalization and Records Retention policies, drafted by recommendation of the council’s auditing firm, Vanacore, DeBenedictus, DiGiovanni & Weddell, LLP:</p> <ul style="list-style-type: none"> • F. Lattin inquired about the retention policy for “expired notes,” a scenario deemed unlikely due to the nature of the document in question. It was resolved that this term be removed from the policy, for increased clarity. • L. Streett inquired about the retention’s policy’s application to electronic records, what the council considers a “master copy,” and noted that the ideal would be an “electronic documents management plan” that mirrors the plan for paper documents. T. Killian noted that the primary goal of the plan is to guide council staff in the proper disposal/retention of several decade’s worth of legal documents and that any historical items related to the council or membership would be handled separately.

	<ul style="list-style-type: none"> • M. Advocate suggested that council staff pre-date documents as they are reviewed, to streamline future document disposal.
Motion	<i>R. Hubsher made a motion to accept the Capitalization and Records Retention Policies as presented. Seconded by M. Advocate. Motion carried.</i>
Trustee & Officer Nominating Committee Update	<p>D. Watson led discussion on the Trustee & Officer Nominating Committee update:</p> <ul style="list-style-type: none"> • M. Advocate, F. Lattin, C. Thomas, and A. Schuler shall continue on the Board of Trustees for new terms, as provided in the bylaws. • M. Flad’s position on the board is to be filled by Ellen Rubin, a retired librarian from Wallkill and an active volunteer with NYLA. • M.J. Russell’s position on the board is to be filled by Mary Ann Van Benschoten of the Greater Hudson Valley Health System. <p>The committee’s next step will be to present the Board with a slate of trustees at the April meeting. Trustees discussed the timing of the vote on new officers and determined that the proper process, per the bylaws, would be the presentation of a proposed slate at the May Board of Trustees meeting with the final vote to come in June at the Annual Meeting.</p>
	Informational Items
Director and Staff Reports	<p>T. Killian led discussion on Director and staff reports, including a discussion of the council’s upcoming convention (coordinated by Carolyn Bennett Glauda), “SENY-Con,” during which member institutions will have the opportunity to network and present on current efforts, initiatives, and regional concerns. The convention is to be held at SENYLRC’s meeting space on Friday, April 15th (senylrc.org/SENYCon2016).</p> <p>T. Killian also mentioned the April 8th deadline for Twila Sneed Award applications and presented Trustees with new marketing material for Hudson River Valley Heritage (an oversize bookmark with historical images and information on the service).</p>
President’s Report	B. Petruzzelli addressed recent news of administrative change at Mount Saint Mary College and assured trustees that positive transitions are underway at the institution.
Reports From Board Members	<p>R. Hubsher reported:</p> <ul style="list-style-type: none"> • The Ramapo Catskill Library System’s 2017-2021 Plan of Service process is completed and approved by the relevant committees. • RCLS is considering the application of online “learning modules” to create self-guided CE and training resources.

	<ul style="list-style-type: none"> • Registration is now open for National Library Legislative Day, 5/2-5/3, an opportunity to interface with legislators in Washington D.C. about library funding and advocacy. • Albert Wisner Public Library in Warwick was awarded Best Small Library in America by <i>Library Journal</i>. <p>M. Advocate discussed Mid-Hudson Library System's involvement with Better World Book Box, a service which repurposes donated books in an ecologically-responsible manner, be it through sales, donations, or recycling. M. Advocate also commended T. Killian and Carolyn Bennett Glauda's advocacy efforts.</p> <p>R. Gerald noted that Erica Freudenberger, Director of Red Hook Public Library, was named one of 2016's "Movers & Shakers in Community Building" by <i>Library Journal</i>.</p>
Good of the Order	<p>L. Streett reported on two open, full-time librarian positions at Vassar College, with a third likely to come.</p> <p>M. Flad suggested the potential for a speaker at the upcoming retreat from an organization such as Hudson Valley Pattern for Progress, to address the changing cultural landscape.</p>
Adjournment	<p><i>F. Lattin made a motion to adjourn at 11:59am. Seconded by L. Streett. Motion carried.</i></p>

**signature redacted
for privacy**

Cathy Carl, Assistant Secretary/Treasurer