



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
May 19, 2016**

Board Members Present	Merribeth Advocate, Mary Jo Russell, Floyd Lattin, Rebecca Gerald, Mary Flad, Mary Ellen Leimer, Stephan Macaluso, Laura Streett, Barbara Petruzzelli, Amy Schuler, Cathy Carl
Board Members Excused	Kari Mack, Charles Thomas, Duane Watson, Robert Hubsher
Representing SENYLRC	Tessa Killian, Alice Graves
Call To Order	<i>B. Petruzzelli called the meeting to order at 9:37am.</i>
Approval Of Minutes/Motion To Approve	The minutes of the April 21, 2016 meeting were presented to the Board of Trustees. <i>F. Lattin made a motion to accept the minutes as presented. Seconded by M.J. Russell. Motion carried.</i>

New/Old Business	
2015/16 Fiscal Report	T. Killian led discussion of the fiscal report and noted the following: <ul style="list-style-type: none"> • Four new HRVH members are reflected in startup fee income; • Some hospital libraries have not yet submitted their cost share payments—trustees discussed strategies/timing for future billing/collection; • Workshop popularity is reflected by increased Continuing Education income; • SENYLRC received a credit in the amount of \$20,000 from the NY State Retirement system, which bills on actual salary figures rather than projections. This credit—and a reduced annual charge—resulted in a notable savings to the council; • OVID income appears high due to a member institution’s late payment being applied during this fiscal year.
Motion	<i>M. Flad made a motion to accept and file the fiscal report as presented. Seconded by R. Gerald. Motion carried.</i>
Budget Proposal for FY 2016/17 Executive Session	<i>S. Macaluso made a motion to enter Executive Session, with the inclusion of T. Killian, at 9:55am. Seconded by A. Schuler. Motion carried.</i> <i>M.E. Leimer made a motion to adjourn Executive Session at 10:39am. Seconded by M. Flad. Motion carried.</i>

<p>Motion</p>	<p><i>M. Advocate made a motion to adopt the Budget Proposal for FY 2016/17 document as presented. Seconded by M. Flad. Motion carried.</i></p>
<p>Trustee & Officer Nominating Committee Officers of the Board of Trustees for 2016/17</p>	<p>M. Flad led discussion of the slate of Officers of the Board of Trustees for 2016/17, to be approved by the Board at the next Board of Trustees meeting on Friday, June 3rd 2016.</p> <p>The slate is composed as follows:</p> <ul style="list-style-type: none"> • President, Mary Ellen Leimer • Vice President, Kari Mack • Secretary, Laura Streett • Treasurer, Amy Schuler • Assistant Secretary Treasurer, Cathy Carl • Barbara Petruzzelli, Immediate Past President
<p>Official Designations for FY 2016/17</p>	<p>T. Killian led discussion of the Official Designations for FY 2016/17 and noted the following:</p> <ul style="list-style-type: none"> • The August 2016 Board of Trustees meeting is currently scheduled for the fourth Thursday of the month, rather than the third Thursday, in order to avoid a conference conflict; • The date of the 2017 Annual Meeting is flexible, per the bylaws, and is currently scheduled for June 2nd. • At the July Board of Trustees meeting, trustees will move on resolutions to update the list of board members authorized to sign checks on behalf of the council, per the updated slate of officers. <p>Also noted was a change in address for the council’s Legal Advisors, Shaw and Perelson, LLP, to be corrected in the final draft.</p>
<p>Motion</p>	<p><i>R. Gerald made a motion to adopt the Official Designations for FY 2016/17 as amended. Seconded by F. Lattin. Motion carried.</i></p>
<p>Issue regarding a hospital library that needs Board attention</p>	<p>T. Killian and Alice Graves led discussion of an issue regarding a hospital library; specifically, St. Luke’s Cornwall Hospital’s apparent disregard of its financial commitment to SENYLRC and noncompliance with the council’s membership criteria bylaws.</p> <p>T. Killian and A. Graves briefed trustees on the history of St. Luke’s Cornwall Hospital’s discontinued support of its library, including past contact between SENYLRC staff and hospital administrators regarding membership obligations (said contact took place via email, telephone, and, last year, a site visit by T. Killian, A. Graves, and M. J. Russell), as well as prior HLSP committee discussions on this subject. The hospital’s library is currently operating under the guidance of a member of their IT staff, who, despite best</p>

	<p>intentions, is not equipped to successfully operate the library. The lack of on-site library support places undue stress on both St. Luke's and SENYLRC staff.</p> <p>Trustees noted the dual issues of a broken financial agreement (regarding their unpaid Electronic Resources commitment in the amount of \$16,568.89) and SENYLRC bylaws noncompliance. To the end of not singling-out any given institution for bylaws noncompliance, trustees requested a spreadsheet or chart delineating relevant members' (hospital and special libraries) current bylaws compliance point-by-point, to be addressed as appropriate.</p> <p>Meanwhile, trustees advised that T. Killian and A. Graves distribute certified letters regarding the delinquent financial agreement to relevant hospital administrators and staff at St. Luke's Cornwall Hospital, to the end of collecting the agreed-upon balance.</p> <p>Upon review of the requested compliance chart, and in context with St. Luke's response to ongoing collection efforts, further action will be discussed by the HLSP committee and the Board of Trustees.</p>
Annual Meeting	T. Killian led discussion of the (sold-out) Annual Meeting and gave trustees an overview of the planned agenda and board meeting portion.
Strategic Planning Update	T. Killian briefed trustees on the results of the recent Strategic Planning retreat as well as future steps in the process, including the upcoming meeting with Library Strategies and the Planning Committee on May 26 th and the resultant implementation plan, to come thereafter.
	Informational Items
Director and Staff Reports	<p>T. Killian led discussion on Director and staff reports, including her recent site visits and the current count of Slate of Officers ballots received (18).</p> <p>Other staff activities reported:</p> <ul style="list-style-type: none"> • Alive Graves, HLSP Manager, is coordinating a statewide meeting of HLSP staff; • Zachary Spalding, Systems Manager, has a cloud-backup project underway; • Moshe Siegel, Office Manager, continues facilities upgrades and maintenance; • Jennifer Palmentiero recently hosted a statewide Empire Archival Discovery Cooperative webinar; • Judy Fischetti, Member Services Librarian, continues her

	<p>preparation for the SEAL 2.0 rollout.</p> <ul style="list-style-type: none"> • Several staff participated in drafting the 2016/2017 budget.
President's Report	B. Petruzzelli reported that Mount Saint Mary College has hired an Acting President while their board searches for a permanent hire in that role.
Reports From Board Members	R. Gerald reported on a collaborative summer workshop among regional school libraries to be held at Mount Saint Mary College.
Good of the Order	M. Flad noted vacancies at Arts Mid-Hudson (Folk Arts Director) and the Mid-Hudson Heritage Center (Coordinator).
Adjournment	<i>M. E. Leimer made a motion to adjourn at 11:58am. Seconded by S. Macaluso. Motion carried.</i>

**signature redacted
for privacy**