



**SOUTHEASTERN**  
NY LIBRARY RESOURCES COUNCIL

**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
February 16, 2017**

<b>Board Members Present</b>	Mary Ellen Leimer, Kari Mack, Cathy Carl, Merribeth Advocate, Rebecca Gerald, Stephan J. Macaluso, Ellen Rubin, Duane A. Watson, Barbara Petruzzelli, Charles Thomas, Laura Streett, Amy Schuler, Robert Hubsher, Floyd Lattin, Frank Appell
<b>Board Members Excused</b>	-
<b>Representing SENYLRC</b>	Tessa Killian, Danielle Poidomani, Alice Graves
<b>Call To Order</b>	<i>M.E. Leimer called the meeting to order at 9:35am</i>
<b>Introductions and welcome</b>	M.E. Leimer introduced Frank Appell (attending remotely today via conference call), Medical Librarian at Good Samaritan Regional Medical Center, as a new member of the Board of Trustees representing hospital libraries. Trustees introduced themselves.
<b>Approval Of Minutes/Motion To Approve</b>	The minutes of the January 19, 2017 meeting were presented to the Board of Trustees. <i>F. Lattin made a motion to accept the minutes as presented. Seconded by C. Thomas. One abstention. Motion carried.</i>

<b>New/Old Business</b>	
<b>2016/2017 Fiscal Report</b>	T. Killian led a discussion on the fiscal reports, noting an upcoming change to the lines “hospital cost share” and “hospital contracts” to result in a single line item, rather than two.
<b>Motion</b>	<i>R. Hubsher made a motion to accept and file the fiscal reports as amended. Seconded by B. Petruzzelli. One abstention. Motion carried.</i>
<b>Planning Committee: (Southeastern's name, recommendations for membership benefits, Retreat reminder)</b>	M. Advocate led discussion on the Planning Committee’s recent work and opened with a note of appreciation for the committee, whose productive focus has been grounded in the Strategic Plan.  SENYLRC name change: the Planning Committee recommends that the council does not pursue a formal name change at this time; rather, staff and trustees will continue to primarily refer to the council as “Southeastern”, which is how it is best-known in

the region. Public facing materials (letterhead, website, business cards, etc.) will be adjusted accordingly (“Southeastern” in place of “SENYLRC”) after the 50th Anniversary logo is retired. The Planning Committee and BoT retains the option to pursue a formal name change (along with the required changes to charter documents and all public-facing materials) at a later date, should it be determined a benefit.

Trustees were provided a document outlining suggestions regarding membership benefits, requirements, dues, and fees; some elements of this document require approval to be sent to the Bylaws Committee for further review, while others require Board of Trustees review and action:

Membership Structure:

- “Individual membership category”: at the 1/19/2017 BoT meeting, trustees moved to approve the concept of an individual member. Today’s presented documents update the benefits to be afforded such a member, suggesting these members be permitted to serve on committees (please refer to the Membership Benefits table in DOC 0216 ACT 3).
- “Recommend one seat of the Board of Trustees for representative from an HRVH member”: language to be adjusted by the Bylaws Committee to include cultural heritage and other institutions.
- “Formal recognition of members of public and school library systems”: T. Killian briefed trustees on the various benefits of adjusting language to more directly include staff of member organizations; primarily, confusion in the workshop-registration process (whether or not an employee of a member is a “member,” or a “non-member” as well as how much to charge various categories of attendees). Trustees discussed changing the Membership Benefit table-heading from “affiliates of public and school library systems” to “affiliate”.

Membership Fees:

- “Recommending a 3% annual increase in membership dues each year for four years, beginning July 2017.” Trustees discussed the timetable (tied to the duration of the Plan of Service); and debated flexibility in the amount of increase each year (for planning/projection purposes; the BoT retains authority to adjust the amount as appropriate each year).
- “Rates for individual membership dues”: Individual \$50, retiree or student \$25, neither tied to the 3% increase as described above.
- “Recommending a new fee for Resource Sharing Services

	<p>(OCLC World Share referrals for ALL Governing Members, including systems)”: the first 25 referrals are free and over 25, there is a \$10/ fee per request. Currently, there are no limits or fees associated with this referral service and, since the council wishes to expand the service to other systems, it behooves us to implement formal parameters.</p> <p>Trustees determined that the most efficient way to vote on the above elements are to group together the items that need Bylaws Committee review and the items that may be moved for approval by the Board of Trustees, today.</p>
<b>Motion</b>	<p><b><i>F. Lattin made a motion to send, by resolution, the following recommendations from the Planning Committee to the Bylaws Committee, for review: “Individual membership category”, “Recommend one seat of the Board of Trustees for representative from an HRVH member” (with amended language to include cultural institutions), and “Formal recognition of members of public and school library systems”. Secoded by E. Rubin. Motion carried.</i></b></p>
<b>Motion</b>	<p><b><i>D. Watson made a motion to approve, by resolution, the following recommendations from the Planning Committee: “Recommending a 3% annual increase in membership dues each year for four years, beginning July 2017” (with amended language to note that the Individual Membership category will be exempt from the 3% annual increase) , “Rates for individual membership dues”, and “Recommending a new fee for Resource Sharing Services (OCLC World Share referrals for ALL Governing Members, including systems)”. Secoded by B. Petruzzelli. Motion carried.</i></b></p>
<b>50th Anniversary Planning Committee</b>	<p>E. Rubin led discussion of the 50<sup>th</sup> Anniversary Planning Committee’s recent meeting, noting the following:</p> <ul style="list-style-type: none"> <li>• The Annual Meeting (6/2/2017 at SUNY New Paltz) will not feature a keynote speaker; rather, members will be solicited to present posters or other presentations on their specific organizational history and activities.</li> <li>• The 50<sup>th</sup> Anniversary Gala (12/1/2017 at Locust Grove Estate) will feature Daniel Russell of Google, Inc. as keynote.</li> <li>• The committee has future meetings lined up (next scheduled 2/16/2017) to discuss logistics including room setup, guest lists, a memento for guests, and other matters.</li> </ul>
<b>Twila Snead Award</b>	<p>T. Killian led discussion of the 2017 Twila Snead Award process and called for volunteers from the Board of Trustees to form the review committee for nominations. S. Macaluso and K. Mack so volunteered.</p>

<p><b>Issue related to St. Luke's Cornwall Hospital (lack of dues payment)</b></p>	<p>M.E. Leimer briefed trustees on prior conversations regarding unpaid dues and communication with St. Luke's Cornwall Hospital. T. Killian and Alice Graves, Hospital Library Services Manager, led discussion:</p> <ul style="list-style-type: none"> <li>• St. Luke's was invoiced in July 2016; the invoice detailed current membership benefits to illustrate what Southeastern provides with those dues. The invoice remains unpaid.</li> <li>• Southeastern staff seeks support from the Board of Trustees to issue a letter to St Luke's administration, signed both by Southeastern's Executive Director as well as "the Board of Trustees." The letter would note the services to be lost (website, catalog, ILL support, tech support, staff support) due to lack of payment. <ul style="list-style-type: none"> <li>○ Trustees suggest: a 30-day deadline to remit payment; that the letter be sent to St. Luke's Board of Trustees President as well as administrative staff; that the letter include usage statistics to highlight the services in jeopardy; and, that the letter be sent with return receipt to confirm delivery.</li> </ul> </li> </ul>
<p><b>Motion</b></p>	<p><b><i>R. Hubsher made a motion to instruct the Executive Director to send the abovementioned letter to St. Luke's Cornwall Hospital administration and Board President. Seconded by E. Rubin. Motion carried.</i></b></p>
<p><b>Continue the discussion of the Hospital Library members</b></p>	<p>T. Killian led discussion on hospital library members, noting the following:</p> <ul style="list-style-type: none"> <li>• This discussion began in October 2016, when the question of hospital-library compliance with Southeastern bylaws and state HLSP regulations was first raised as regarding members with noncompliant facilities/staffing.</li> <li>• Early action to penalize noncompliant members was to withhold HLSP grants.</li> <li>• The question now is how to address the membership status of noncompliant hospital libraries.</li> </ul> <p>Trustees discussed various points surrounding the removal of a noncompliant hospital library from the council, including:</p> <ul style="list-style-type: none"> <li>• The importance of not passing State funds along to institutions that do not meet State criteria for those funds;</li> <li>• The impact on Southeastern, should a noncompliant member be removed (staff time freed to focus on compliant members);</li> <li>• Southeastern's role in convincing hospital administration that it is vital to staff their libraries (Is it the council's duty? Results of advocacy on this issue have thus far been</li> </ul>

	<p>lackluster; the library is often viewed by administrators as a non-revenue-generating department and therefore unimportant. Retirees go unreplaced.).</p> <ul style="list-style-type: none"> <li>• The value of asking to be placed on the agenda for a member hospital’s Board meeting, to make our case. F. Appell notes the difficulty of this advocacy but believes it is worthwhile to give it a try and gauge the reception.</li> </ul> <p>F. Appell noted that hospital standards have changed over the years to shift the definition of a library to something akin to “24/7 access to information,” which could be interpreted as a computer terminal or the like, a far remove from the concept of a staffed and active library space.</p> <p>Trustees request data on usage and staff time dedicated to compliant vs. noncompliant hospital libraries be presented at a future Board meeting. R. Hubsher noted that “compliance” relates to HLSP grant funds, whereas membership dues relates to services offered and consortium pricing. This conversation will continue at subsequent Board meetings.</p>
	<p><b>Informational Items</b></p>
<p><b>Director and Staff Reports</b></p>	<p>A. Graves presented her staff report, noting the following:</p> <ul style="list-style-type: none"> <li>• a major concern regarding hospital libraries is succession planning among library staff, for organizations with imminent retirees (for those organizations that <i>do</i> have library staff)—she recently attended a webinar on this subject;</li> <li>• this year’s NNLM grant-application period is upcoming and a proposal to fund a librarian to orient hospital/hospital library staff in proper resource and research procedures is being drafted. The Board of Trustees voiced their support for A. Graves’ outlined NNLM grant proposal;</li> <li>• Touro College of Osteopathic Medicine is interested in joining Southeastern and their Director and Assistant Librarian attended the recent HLSP committee meeting;</li> <li>• The circuit librarian proposal mentioned in previous Board of Trustees meetings has been shelved for the time being due to lack of interest among member organizations in funding the program long-term.</li> </ul> <p>T. Killian presented the Director and remaining staff reports, noting the progress of the “High School to College” working group organized by staff member Carolyn Bennett Glauda (Member Outreach), which is planning upcoming events to aid high school staff (librarians and teachers) in preparing students for the rigors of college research. Southeastern has also</p>

	<p>submitted an application to be an approved Sponsor of Continuing Teacher and Leader Education (CTLE) pursuant to Section 80-6 of the Regulations of the Commissioner of Education, to provide those credits to teachers via continuing education events.</p> <p>T. Killian reminded trustees of next month's Board Retreat, to take place on the scheduled Board Meeting date of March 16. Prior to the retreat activities, trustees will meet for an abbreviated Board Meeting to approve bylaws adjustments.</p>
<b>Strategic Planning Update</b>	<p>T. Killian briefed trustees on progress towards Strategic Planning goals, noting the following:</p> <ul style="list-style-type: none"> <li>• The search remains underway for an attorney to hire to launch the entrepreneurial program as a consultant for members on matters of copyright, privacy, and other library-related legalese.</li> </ul>
<b>President's Report</b>	<p>M.E. Leimer had nothing specific to report to the Board of Trustees at this time.</p>
<b>Reports From Board Members</b>	<p>R. Hubsher noted the upcoming Advocacy Day (3/1) schedule of events and details, including transportation, budget talking points for legislators, and the RCLS schedule posted online for reference.</p> <p>R. Gerald informed trustees of a vacancy at Orange-Ulster BOCES for a School Library System Coordinator; as well, the regional school library systems are hosting a "night of book talks," and Dutchess BOCES will be holding 10 spots for education students from regional schools.</p>
<b>Good of the Order</b>	<p>R. Gerald inquired about any local "fake news" workshops or events; E. Rubin plans to check NYLA for relevant events and T. Killian noted an upcoming Information Literacy workshop in conjunction with the METRO council that may touch on the subject (to be held in two sessions, 4/4 at Southeastern and 6/13 at MHLS). R. Hubsher mentioned a recent ALA press release regarding fake news and the role of librarians in vetting information; he will forward the release to trustees.</p>
<b>Adjournment</b>	<p><b><i>B. Petruzzelli made a motion to adjourn at 12:06pm. Seconded by C. Thomas. Motion carried.</i></b></p>

**Signature Redacted**

Laura Streett  
Secretary