



SOUTHEASTERN
NY LIBRARY RESOURCES COUNCIL

**Southeastern New York Library Resources Council
Board of Trustees Meeting
May 18, 2017**

Board Members Present	Merribeth Advocate, Barbara Petruzzelli, Charles Thomas, Stephan Macaluso, Kari Mack, Laura Streett, Robert Hubsher, A. Floyd Lattin, Rebecca Gerald, Ellen Rubin
Board Members Excused	Frank Appell, Duane Watson, Mary Ellen Leimer, Cathy Carl, Amy Schuler
Representing SENYLR	Tessa Killian
Call To Order	Vice President K. Mack called the meeting to order at 9:36AM.
New Business	
Approval of Minutes of	K. Mack presented the minutes of the April 20, 2017 Board of Trustees meeting.
Motion	<i>R. Hubsher made a motion to approve the minutes as presented. Seconded by F. Lattin. One abstention. Motion carried.</i>
Trustee & Officer Nominating Committee: 2017/18 Slate of Officers	E. Rubin presented the Slate of Officers 2017/18, to be approved at the Annual Meeting, noting that there are no changes to the current Officers of the Board: <ul style="list-style-type: none"> • Mary Ellen Leimer, President • Kari Mack, Vice President • Amy Schuler, Treasurer • Laura Streett, Secretary • Cathy Carl, Assistant Secretary/Treasurer • Barbara Whitney Petruzzelli, Immediate Past President
Planning Committee: Review the Membership Package containing: Membership Criteria & Requirements, Benefits, Dues & Service Fees, and Applications	T. Killian led discussion of the provided Membership Package documents, first discussed at the February 2017 Board of Trustees meeting, wherein it was determined that the Membership guidelines be removed from the Bylaws and formed into distinct Board-approved documents: <ul style="list-style-type: none"> • Membership Criteria & Requirements: includes HRVH and Individual Membership information; • Benefits: as previously approved; • Dues & Service Fees: as previously approved; • Applications: edited to remove information on technology and procedures no longer in use; edited to conform with current membership criteria and requirements.

	Trustees inquired about the presentation of the approved Membership Package, which will be publically available on Southeastern's website with the component documents placed as appropriate. A few document-formatting adjustments were suggested.
Motion	<i>R. Hubsher made a motion to approve the Membership Package as amended. Seconded by E. Rubin. Motion carried.</i>
Fiscal Report for 2016/17	<p>T. Killian led discussion of the fiscal reports. Trustees inquired on the following points:</p> <ul style="list-style-type: none"> • Page 3 "Staff Expend Syst Dir & Libn" is at 83% of budget spent, on track for this time in the fiscal year; • Page 5 "DL Consulting" is the firm that provides the HRVH Newspapers hosting software and is paid annually; • Page 5 "Index Data" is the firm that provides the MasterKey software for SEAL 2.0 and is paid annually; • The payout to NYS Employees' Health Insurance reflects two months; • Southeastern has budgeted remaining FY 16/17 hospital library program funds for use in FY 17/18, as the council has done in the past and as reported to the state library in the Annual Report. T. Killian will confirm with the Division of Library Development (DLD) any limits on categorical aid budgeting between fiscal years and will document the DLD's determination.
Motion	<i>R. Hubsher made a motion to accept and file the fiscal reports are presented. Seconded by F. Lattin. Motion carried.</i>
Finance and Personnel Committee: Budget Proposal for FY 2017/18	<p>T. Killian presented the Budget Proposal for FY 17/18. Trustees were provided three documents: explanatory notes, a budget summary, and a full budget spreadsheet.</p> <p>The following was noted during Trustee discussion of the Budget Proposal:</p> <ul style="list-style-type: none"> • ILLiad costs are not budgeted in FY 17/18 as the council only subscribed in FY 16/17 as part of SEAL 2.0 development; • The "Ask The Lawyer" service costs have been added to the FY 17/18 budget; • Unspent State Aid will be added to council reserves at the end of FY 16/17; • A percentage column will be added to the budget summary; • Northern NY Library Network will pay Southeastern \$2,000 to adopt the SEAL 2.0 software package for their own interlibrary loan system.

	<ul style="list-style-type: none"> • The budget for Southeastern's 50th Anniversary Gala will be increased by \$5,000. • The Empire State Library Delivery (ELD) pilot period has ended; in FY 17/18 Southeastern will partially fund MHLS and RCLS for ELD, rather than dispense the funds to MHLS (the budgeted amount of \$2,100.00 does not change). • Building repairs and upkeep such as further LED upgrades, door repairs, and minor security additions have been budgeted for FY 17/18.
Motion	<i>R. Hubsher made a motion to enter Executive Session at 10:52am. Seconded by B. Petruzzelli. Motion carried.</i>
Motion	<i>S. Macaluso made a motion to exit Executive Session at 11:20am. Seconded by E. Rubin. Motion carried.</i>
Motion	<i>F. Lattin made a motion to approve the Budget Proposal for FY 2017/18 as amended. Seconded by C. Thomas. Motion carried.</i>
Official Designations for FY 2017/18	T. Killian presented the Official Designations for FY 2017/18. Trustees suggested a clarification on "Veteran's Day" to note that the council will be closed on Friday November 10 th as observed.
Motion	<i>R. Hubsher made a motion to approve the Official Designations 2017/18 as amended. Seconded by R. Gerald. Motion carried.</i>
Bylaws: Comment period ended	T. Killian informed Trustees that the member comment period for proposed Bylaws changes has closed and that the Bylaws as reviewed will be up for board approval in June.
50th Anniversary Planning Committee: update on Annual Meeting and Gala	E. Rubin updated Trustees on the 50 th Anniversary Annual Meeting and Gala planning, noting the current amount of Annual Meeting sponsors (five), vendors (four), and that 20 poster presentations have been registered. Gala preparations remain underway with Locust Grove.
Twila Snead Award	T. Killian announced the winner of this year's Twila Snead Award: Amy Hillick of SUNY Orange County Community College, who provided invaluable assistance and leadership in facilitating communications between Southeastern and SUNY in setting up the new SEAL 2.0 system for academic libraries.
Executive Director Performance Evaluation	T. Killian led discussion of the revised Executive Director Performance Evaluation model. Trustees discussed the difficulty in judging any Executive Director's interactions with their staff and floated the potential of inquiring with the staff directly, during the course of the Executive Director's annual evaluation. It was noted that the staff is aware of the Employee Handbook guidance which directs any staff member with comments about the Executive Director to contact the Board of Trustees with those comments. Also discussed was whether or not Southeastern's

	<p>Strategic and 5-Year Plans are referenced as explicitly as they ought to be in the evaluation model.</p> <p>It was determined that the revised Executive Director Performance Evaluation model be sent back to the Executive Committee to address these concerns.</p>
Director and Staff Reports	Trustees were presented with staff reports for their review.
President's Report	The Vice President had nothing specific to report at this time.
Reports from Member Systems	<p>R. Hubsher provided Trustees with a Net neutrality handout and briefed Trustees on the issue and its potential impacts on libraries.</p> <p>M. Advocate noted that MHLS is one of the regional systems responsible for reviewing and approving proposed changes to the Regional ILL Code, and that this review process has begun.</p>
Good of the Order	There were no further reports from Trustees at this time.
Adjournment	<i>S. Macaluso made a motion to adjourn at 12:01pm . Seconded by M. Advocate. Motion carried.</i>

**signature redacted
for privacy**

Laura Streett, Secretary