



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
September 21, 2017**

Board Members Present	Barbara Petruzzelli, Amy Schuler, W. Mark Colvson, Rebecca Gerald, Ellen Rubin, A. Floyd Lattin, Mary Ellen Leimer, Kari Mack, Mary Jo Russell
Board Members Excused	Charles Thomas, Robert Hubsher, Duane Watson, Cathy Carl, Merribeth Advocate, Laura Streett
Representing SENYLRC	Tessa Killian, Carolyn Bennett Glauda, Judy Fischetti
Call To Order	<i>M.E. Leimer called the meeting to order at 9:38am</i>
Approval Of Minutes/Motion To Approve	The minutes of the July 20, 2017 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. One abstention. Motion carried.</i>

New/Old Business	
Meeting Guidelines	M.E. Leimer briefed Trustees on the origin of the Meeting Guidelines working document as well as the current list of points. Trustees discussed the list and made some changes; the list will be visible at all future meetings and is subject to changes as Trustees see fit.
Fiscal Report	T. Killian led discussion of the Fiscal Report, noting the following: <ul style="list-style-type: none"> • Subsequent reports will have account codes hidden to simplify the presentation; • Southeastern is currently ahead of last fiscal year's dues-received at this same point in time; • Otherwise, this close to the start of the fiscal year, there is nothing irregular or unexpected to report.
Motion	<i>E. Rubin made a motion to accept and file the fiscal report as presented. Seconded by B. Petruzzelli. Motion carried.</i>
Regional ILL Code adoption	Judy Fischetti, Member Services Librarian, and T. Killian led discussion of the Regional ILL Code adoption, the process of which is underway. Trustees inquired as to the maximum page count permitted for a request (50 pages) and speculated as to whether that number would be a burden to lenders, as far as staff time and labor. J. Fischetti explained that in her experience no request has ever run that high, though the 50 page figure has always been noted in the

	existing regional ILL code; further, large volume requests can always be split among institutions.
Motion	<i>R. Gerald made a motion to approve the Regional ILL Code as presented. Seconded by M. Colvson. Motion carried.</i>
New Governing Member Application from Sharon Hospital	<p><i>Trustee Mary Jo Russell recused herself from this discussion as she is associated with Sharon Hospital.</i></p> <p>T. Killian led discussion of the new Governing Member application from Sharon Hospital:</p> <ul style="list-style-type: none"> • Sharon Hospital is a new member of the HealthQuest system; • This hospital lacks a staff librarian; Mary Jo Russell will function in that role; • As it has a separate budget from its system, Sharon Hospital wishes to be a direct member; • Based in Connecticut, Sharon Hospital is not eligible for HLSP funds, but does qualify for other Governing Members benefits (electronic resources; volume discounts). • Trustees raised the question of whether is it permitted for CT-based Sharon Hospital to benefit from staff time that is in turn funded by New York State sources and requested that T. Killian research this matter before Trustees vote on the application.
Motion to Table	<i>R. Gerald made a motion to table the vote on the new Governing Member Application from Sharon Hospital pending T. Killian's research. Seconded by E. Rubin. Motion carried.</i>
2016/2017 Annual Report to Division of Library Development	T. Killian led discussion of the 2016/2017 Annual Report to Division of Library Development, informing trustees that the report has been submitted on schedule and requires only the addition of the Board's approval.
Motion	<i>B. Petruzzelli made a motion to approve the 2016/2017 Annual Report to Division of Library Development as presented. Seconded by M.J. Russell. Motion carried.</i>
Conflict of Interest Policy/Disclosure Forms	T. Killian led discussion of the annual Conflict of Interest Disclosure Forms to be filled out by Southeastern staff and Trustees. Trustees were provided copies to fill and submit for the record.
Librarian Shadow Program	<p>Carolyn Bennett Glauda, Member Services Librarian for Education and Outreach, and T. Killian briefed Trustees on Southeastern's new Librarian Shadow Program:</p> <ul style="list-style-type: none"> • A one-to-one program for members to visit other members and experience a different workplace. • Matches librarians with each other for half a day so they can

	<p>see how others work; not job training or mentoring, but a chance for individuals to meet and share ideas, resources, and get firsthand experience in a similar or different work environment.</p> <ul style="list-style-type: none"> • Using the online form, participants enroll to shadow another person at their workplace, or to let someone shadow them for a day, or both. • This program is open to all Southeastern members at all organization types, not just those with a library degree.
	Informational Items
Executive Committee Report on Banking Institution Decisions	<p>M.E. Leimer briefed Trustees on the Executive Committee Report on Banking Institution Decisions, starting with the Board's introduction to the issue in July and subsequent efforts by T. Killian and the Executive Committee to determine a financial institution-setup that is in the council's best interests.</p> <p>T. Killian met with local banks to compare their offerings and appropriateness to council needs, then reported these findings to the Executive Committee, who held the authority to approve a final decision. It was determined that remaining with Salisbury Bank and Trust Company (via their local branch, Riverside Bank) is the best course of action, as the addition of a Tri-party agreement with Riverside Bank secures council funds in the manner legally required.</p> <p>M.E. Leimer requested that the full board be provided a copy of the Tri-party agreement, previously disclosed to the Executive Committee only.</p>
Executive Director Evaluation	<p>M.E. Leimer led discussion of the Executive Director Evaluation, which included feedback both from Southeastern staff as well as from the Board of Trustees, and reported that comments were laudatory and indicative of a high level of staff satisfaction. That sentiment was shared by the Board of Trustees and expressed with a round of applause.</p>
Motion	<p><i>E. Rubin made a motion to approve and file the Executive Director Evaluation as presented. Seconded by M. Colvson. Motion carried.</i></p>
50th Anniversary Committee Report	<p>E. Rubin updated Trustees on the 50th Anniversary Committee's progress in planning the upcoming Gala:</p> <ul style="list-style-type: none"> • The committee determined, aided by feedback from prospective guests, that tickets will cost \$75 per person, with discounts for bulk purchases of a table seating 10. • Southeastern staff will be comped the ticket price and may bring one guest each at a 50%-off rate. • A journal featuring the Southeastern logo was mentioned as the memento for guests. • Décor and other details remain under discussion.

<p>Board Committee Roster</p>	<p>M.E. Leimer briefed Trustees on the finalized Board Committee Roster (Trustees were previously given the opportunity to request placement on specific committees as they desired) and Trustees were provided the complete roster document. The next committee to meet shall be the Hospital Library Services Program Committee in October; T. Killian will contact committee chairs to schedule meetings of the other committees.</p>
<p>Strategic Planning Update and Operations Management Report</p>	<p>T. Killian led discussion of the Strategic Planning Update and Operations Management Report:</p> <ul style="list-style-type: none"> • Noted the removal of several compromised trees along the property border; • Southeastern conducted a survey of member satisfaction this summer. Data from the results was used in the annual report. The results will be further analyzed and used for planning programs. Highlights include praise for SEAL/ILL, professional development opportunities, community/networking, and staff knowledge. • Staff members Judy Fischetti and Zachary Spalding presented at the IDS Project Conference on July 27 in Utica, NY: Their presentation was titled "Building an ILL System: Filling in the Pieces." <p>Trustees were provided a brief on the 2016-2019 Action Plan; T. Killian noted the following from that document:</p> <ul style="list-style-type: none"> • High staff involvement in regional conferences and conventions (planning and coordinating the recent ESLN retreat, the High School to College Transition program in conjunction with Dutchess BOCES and Ulster BOCES, the upcoming ESLN Northeast Regional Digital Collection Conference, etc.). • T. Killian and J. Fischetti's facilitating of regional issues with Empire Library Delivery, including a site visit to a regional hub.
<p>President's Report</p>	<p>M.E. Leimer noted that she and T. Killian are considering a more sustainable approach to Board of Trustees meetings; specifically, whether or not to continue the practice of printing physical copies of all meeting documents to present at each meeting. Alternatives to paper copies include the loan of a Southeastern laptop to Trustees who do not have, or wish to bring, a device to meetings, as well as Trustees printing what they wish to bring, themselves. Overall response to these ideas was positive and some Trustees noted that their own institutions have made such changes to their meetings. Nothing was determined at this time but the subject remains under discussion.</p>
<p>Reports From Board Members</p>	<p>R. Gerald informed Trustees of the upcoming Fall Into Books annual conference, with involvement from the regional School Library Systems. In addition, Dutchess BOCES is hosting a "Finding the Brilliance" lecture series. From the brochure: "Join nationally</p>

	renowned speakers to celebrate diverse learners and critically reflect on pedagogy and practice that showcases the brilliance in all students.”
Good of the Order	<ul style="list-style-type: none"> • B. Petruzzelli informed Trustees that Mount Saint Mary College is to host “Thirteen Reasons Why” author Jay Asher as part of two days of Banned Books Week events (3/9-3/10) featuring a keynote, panels, and speakers. The event is currently looking for speakers. • M. Colvson informed Trustees that the upcoming “One Book, One New Paltz” series will focus on “Behold the Dreamers,” by Imbolo Mbue.
Adjournment	<i>R. Gerald made a motion to adjourn. Seconded by M.E. Leimer. Motion carried.</i>

Re **signature redacted for privacy**

Amy Schuler 
Treasurer