



**Southeastern New York Library Resources Council
Board of Trustees Meeting
November 16, 2017**

Board Members Present	Laura Streett, Robert Hubsher, Ellen Rubin, Mary Ellen Leimer, Cathy Carl, Amy Schuler, Mary Jo Russell, Rebecca Gerald, Charles Thomas, Barbara Petruzzelli
Board Members Excused	Merribeth Advocate, Mark Colvson, Duane Watson, A. Floyd Lattin, Kari Mack
Representing SENYLRC	Tessa Killian, Zachary Spalding, Liz Gurdin
Guests	Tonia Crown and Davide DiGenova, RBT accountants
Call To Order	M.E. Leimer called the meeting to order at 9:40am.
New Business	
Introduction	M.E. Leimer led introductions of Tonia Crown and Davide DiGenova, RBT accountants, as well as Southeastern’s bookkeeper, Liz Gurdin, to trustees.
Approval of Minutes	M.E. Leimer presented the minutes of the October 19, 2017 Board of Trustees meeting.
Motion	<i>R. Hubsher made a motion to approve the minutes as presented. Seconded by C. Carl. One abstention. Motion carried.</i>
Draft Audit Report for 7/1/16—6/30/17; 990 Tax filing from RBT CPAs, LLP	<p>Tonia Crown led discussion of the Financial and Board Report portions of the Draft Audit Report and addressed the following questions from trustees:</p> <ul style="list-style-type: none"> • RBT did not make any recommendations in their Management Letter, no significant findings. • The reports are reckoned in FASB accounting standards, rather than GASB accounting standards, as Southeastern is not required to follow government audit standards. <ul style="list-style-type: none"> ○ T. Killian inquired whether following GASB standards would prepare the council to better face a theoretical audit from the comptroller’s office; Ms. Crown informed that it would not. • Potential changes to financial law in 2019 include a change in how grants/contracts will be reported; likewise, in 2020, there may be a change in the reporting of leases. RBT plans informational seminars and will offer direct client

	<p>assistance to navigate all potential changes.</p> <p>Davide DiGenova led discussion of the 990 Tax Form portion of the Draft Audit Report, noting the following:</p> <ul style="list-style-type: none"> • Certain bylaws changes enacted this year are noted in the 990, as the form inquires as to any significant changes to an institution’s governing documents; and, while the definition of “significant” is arguably subjective, a bylaws change permitting more flexibility in the Board’s creation of Ad-Hoc committees was considered by the auditors to be the change most relevant for inclusion in this document. Trustees mentioned other bylaws changes enacted this year and questioned whether they too are worth noting—Mr. DiGenova explained that the form is primarily interested in structural changes to the organization, thus the inclusion of the committee-related content above others. Trustees wondered whether noting this specific bylaws change would be a red flag for those reviewing the document; it was determined to cede this content decision to the experts hired to undertake the audit (i.e., RBT, LLC and their agents), who do not hold this specific concern. <p>T. Killian will review the mission statement and other organizational language included in the Draft Audit Report to make sure it matches the most recent and correct language from Southeastern bylaws.</p> <p>M.J. Russell noted that the mention of hospital library members ought to refer to their parent organizations (e.g., “Health Quest” in place of “Vassar Bros.”); T. Killian will look into which body receives funds to be certain that the correct information is mentioned and that the correct EINs are also listed.</p> <p>M.E. Leimer expressed the Board’s appreciation for the work of T. Killian and council bookkeeper L. Gurdin in addressing past years’ auditor feedback in the Management Letter and to make sure it was in order for timely submission.</p>
<p>Motion</p>	<p><i>E. Rubin made a motion to accept the Draft Audit Report for 7/1/16—6/30/17 and 990 Tax filing, with discussed edits. Seconded by B. Petruzzelli. Motion carried.</i></p>
<p>Fiscal Report for 2017/18</p>	<p>T. Killian led discussion of the fiscal reports, noting the following:</p> <ul style="list-style-type: none"> • Column headers have been updated to clarify presentation of the over/under budget; • The noted Marist ACRL workshop pass-through income is a one-time project.

Motion	<i>R. Hubsher made a motion to accept and file the fiscal reports as presented. Seconded by C. Thomas. Motion carried.</i>
Budget Adjustment Request	<p>T. Killian led discussion of the budget adjustment request, the purpose of which is to keep MISP expenditures aligned with the State's MISP guidelines by moving the McGraw Hill expenditures to HLSP and having some of the OVID expenses paid for from MISP. According to the Budget Adjustment Policy, "all adjustments to the budget must be approved by the Southeastern Board of Trustees."</p> <p>Trustees request that future budget adjustment requests provide the "in and out" details of the adjustment.</p>
Motion	<i>M.J. Russell made a motion to approve the budget adjustment request. Seconded by B. Petruzzelli. Motion carried.</i>
Review a draft of a Digital Dark Archive Deposit Agreement	<p>T. Killian and Zachary Spalding, Systems Manager, led discussion of the Digital Dark Archive Deposit Agreement draft, noting that the Digital Advisory Committee has reviewed and made some changes to the document. Discussion details and next-steps include:</p> <ul style="list-style-type: none"> • A change to the cost schedule such that those wishing to store more than 500G of data will be instructed to "call for quote," rather than being provided a flat rate that may be exploited for unlimited storage; • The suggestion that a lawyer review the agreement as it includes an indemnification clause to protect Southeastern in the event of data loss; • The suggestion that the agreement include a disclaimer that the Dark Archive is not intended to be a primary backup for users; • A discussion regarding copyright in which it was clarified that, as each item has its own copyright attached, responsible use falls to the end-user; • The draft will be edited to include the above, and for clarity, to be presented to the Board of Trustees at a future meeting for approval.
Annual Meeting 2018	<p>T. Killian led discussion of the 2018 Annual Membership meeting:</p> <ul style="list-style-type: none"> • The meeting will return to the traditional format of a keynote speaker in 2018; • T. Killian suggested Tom Scheinfeldt, Director of Digital Humanities at the University of Connecticut, to present his expertise on this subject; • Trustees mentioned other potential speakers, such as architect Zachary Benedict and ALA Office for Intellectual Freedom Director James LaRue; • T. Killian will research the speakers and will report back.

50th Anniversary Ad-Hoc Committee	E. Rubin led discussion of the 50th Anniversary Ad-Hoc Committee's recent activities. The committee met last month to preview centerpieces, to be constructed by T. Killian. Current headcount for guests is at 60; the committee will endeavor to extend the catering deadline to allow for last-minute registrants.
Report from the HLSP Ad Hoc Committee	M.J. Russell led discussion of the Report from the HLSP Ad Hoc Committee, which met on October 16 th . The committee explored the HLSP methods of the other ESLN councils to compare and contrast with Southeastern's. Likewise, the committee explored the financial stressors of member hospitals and how users access information via platforms, websites, etc., all as part of a user needs assessment. The next HLSP Ad Hoc Committee meeting is scheduled for January 4 th , 2018.
Director and Staff Reports	<p>T. Killian led discussion of the Director and staff reports and Plan of Service report, as follows:</p> <ul style="list-style-type: none"> • 2018-19 FY NYS budget may not be a favorable year for library funding, making advocacy efforts especially important; T. Killian discussed past Advocacy Day ventures and implored all who are able to participate in the next such event to do so. Details will be provided once they are available; • T. Killian and Jennifer Palmentiero, Digital Services Librarian, met with the HRVH User's Group for a SWOT analysis; as well, they have planned a needs assessment, focus groups, and a survey to address user needs, both because it has been some time since such an evaluation was undertaken and also because the HRVH platform is to be changed; • Carolyn Bennet Glauda, Member Services Librarian for Education and Outreach, launched the Library Shadow Program, with 32 participants in the first round (16 hosts and 16 shadowers); • Zachary Spalding ran a short survey of SEAL users for feedback and elicited helpful responses to improve the service; • Judy Fischetti, Member Services Librarian, along with RIC, are working through revisions of ILL procedures, having completed revision of the regional ILL code.
President's Report	The Board President had nothing specific to report at this time.
Reports from Member Systems	R. Gerald informed trustees of a collaboration with the school library systems for a workshop on English language learners, on December 4 th at Ulster BOCES.

<p>Reports from Member Systems</p>	<p>R. Gerald informed trustees of a collaboration with the school library systems for a workshop on English language learners, on December 4th at Ulster BOCES.</p> <p>R. Hubsher reported that RCLS is working with Overdrive on a pilot program called "Get a Library Card," wherein users can acquire a digital library card via their cell phone number, which links users to their local library, to allow downloads of digital content and to be subsequently contacted to acquire a physical card.</p>
<p>Good of the Order</p>	<p>B. Petruzzelli informed trustees of Mount Saint Mary's collaboration with school library systems to bring author Jay Asher to the campus to speak at a two-day suicide prevention event and banned literature symposium, on March 10th.</p>
<p>Adjournment</p>	<p><i>B. Petruzzelli made a motion to adjourn at 11:45am. Seconded by C. Thomas. Motion carried.</i></p>

Respectfully Submitted,

**signature redacted
for privacy**

Laura Streett, Secretary