



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
January 18, 2018**

Board Members Present	Robert Hubsher, Ellen Rubin, Cathy Carl, Amy Schuler, Mary Jo Russell, Charles Thomas, Merribeth Advocate, Mark Colvson, A. Floyd Lattin, Kari Mack
Board Members Excused	Rebecca Gerald, Duane Watson, Laura Streett, Barbara Petruzzelli, Mary Ellen Leimer
Representing SENYLRC	T. Killian
Call To Order	<i>Vice President K. Mack called the meeting to order at 9:42am.</i>
Approval Of Minutes/Motion To Approve	The minutes of the November 16, 2017 meeting were presented to the Board of Trustees. A change was suggested to the financial reports portion, to remove a line that (erroneously) indicated increased spending. <i>R. Hubsher made a motion to accept the minutes as amended. Seconded by M.J. Russell. One abstention. Motion carried.</i>

New/Old Business	
2017/2018 Fiscal Report	<p>T. Killian led discussion of the 2017/2018 Fiscal Report, noting the following:</p> <ul style="list-style-type: none"> • Footnotes highlight workshop pass-through income as well as income provided to Southeastern to pay consultants for the Empire ADC project. • Future reports will indicate which line items are pass-through (consortium purchasing, Empire Library Delivery, etc.). • Future reports will specify where donations for the 50th Anniversary Gala are located in the report (along with the Gala revenue, or otherwise); likewise, donation amounts will be identified for the purposes of filing tax form 990. <p>It was suggested to note when contracts are set to be paid, to provide context in the financial reports in such months.</p> <p>An error in the mortgage payment line was noted (not all payments are accounted for), to be fixed in future reports.</p>
Motion	<i>R. Hubsher made a motion to accept and file the fiscal report as presented. Seconded by C. Thomas. Motion carried.</i>

<p>New HRVH Membership Applications</p>	<p>T. Killian led discussion of the new HRVH membership applications:</p> <ul style="list-style-type: none"> • The Staatsburg Library plans to digitize a slide collection of historic images of Staatsburg people, buildings, and community events. • The Ulster County Genealogy Society plans to digitize “end of the year reports” from the Kingston Daily Freeman for 1900-1957, fitting with the extant HRVH newspaper project.
<p>Motion</p>	<p><i>C. Thomas made a motion to accept both HRVH membership applications. Seconded by M. Advocate. Motion carried.</i></p>
<p>Report from the Trustee and Officer Nominating Committee</p>	<p>E. Rubin led discussion of the Trustee and Officer Nominating Committee report, noting the following:</p> <ul style="list-style-type: none"> • Cathy Carl, Assistant Secretary/Treasurer, is nearing the end of her term and will not run for a second term; the Committee recommends that another academic librarian fill this coming vacancy. • Mary Ellen Leimer, Board President, is also nearing the end of her term and indicated that she is willing to run for a second term, although she is not eligible to be President next year. • Trustees are encouraged to share possible academic nominees with E. Rubin.
<p>Twila Snead Award</p>	<p>T. Killian led discussion of the Twila Snead Award, now in its fifth year. Volunteers were requested to form the Award Recognition Committee to review award applicants and nominees based on established criteria (an individual, organization, or program that achieves excellence in leadership, a new or enhanced service model that can be emulated by others, improvements in physical facilities that result in better service, creation of an innovative program or collection that enhances the lives of the organization’s constituents, development of a program that touches the lives of those otherwise underserved, or provision of a service to a community that is not available at any other organization). The award is open to all Southeastern membership types.</p> <p>C. Carl, E. Rubin, and A. Schuler volunteered to join the Award Recognition Committee.</p>
<p>Report from the Finance and Personnel Committee</p>	<p>A. Schuler led discussion of the Finance and Personnel Committee report. Members of the Committee have reviewed T. Killian’s proposed edits to the Southeastern Employee Handbook; edits include removal/revision of outdated and redundant policies. The draft will be presented to the full Committee next week for discussion.</p>

	<p>T. Killian is in the process of revising staff job descriptions, some of which date back 18 years, to modernize details and content. As well, T. Killian is in the process of determining the fair market value of staff salaries in the context of similar roles at other councils and organizations, using a formula to scale the amounts based on variations in geography and cost of living. The Finance and Personnel Committee will establish a systematic process for this work.</p>
<p>Report from the Planning and Advocacy Committee</p>	<p>C. Thomas led discussion of the Planning and Advocacy Committee report. The Committee is reviewing the Strategic Plan in context of advocacy efforts, which are on track, with T. Killian and other staff members' visits to local legislators and participation in Library Advocacy Day in Albany mentioned as notable advances.</p> <p>The council's rebranding away from "SENYLRC" to the more often used "Southeastern" has made discussing the council and its role a simpler matter.</p> <p>Trustees discussed Library Advocacy Day (upcoming on February 28th) and other ways in which Southeastern could work with RCLS and MHLS in similar efforts.</p>
<p>Final Financial Report and Board Report from the auditing team at RBT</p>	<p>Trustees were provided the final Financial Report and Board Report from the auditing team at RBT (documents previously reviewed by the Board of Trustees).</p>
<p>50th Anniversary Ad-Hoc Committee</p>	<p>E. Rubin led discussion of the 50th Anniversary Gala, a well-received event. Trustees remarked on the speaker's acumen, the quality of the fare, and complimented T. Killian on the hand-made centerpieces. E. Rubin was thanked for her organizing efforts.</p>
<p>Report from the HLSP Ad-Hoc Committee</p>	<p>M.J. Russell led discussion of the HLSP Ad-Hoc Committee report, noting the following:</p> <ul style="list-style-type: none"> • The provided November meeting minutes highlight their discussion of the state of hospital libraries and the ways in which other ESLN councils manage their hospital library programs and services. • The most recent meeting of the Ad Hoc Committee addressed the future and possible changes to the program. It was decided that the HLSP Committee would have a focus group facilitated by T. Killian at their next meeting and subsequently review the results and consider what changes to the program might be appropriate. • The overall question is whether a different model for the program would better address the current scenario, in which future retirement of hospital librarians typically means the shuttering of the respective hospital library. • Two other councils provide alternative models: WNYLRC

	<p>dispatches librarians to hospitals that in turn pay for the service and NNLN distribute all HLSP funds to a single hospital, that in turn provides services to other hospitals in the area.</p> <ul style="list-style-type: none"> • T. Killian is interested in pursuing a grant for a scalable pilot program along the lines of a previously-proposed circuit program, to provide a librarian to hospitals who lack one on staff. • The Committee will continue to gather data and testimonials.
Annual Meeting 2018	<p>T. Killian informed Trustees that a keynote speaker has been secured for the 2018 Annual Meeting at Vassar College: James LaRue, the Director of the Office for Intellectual Freedom at ALA. The topic of his presentation is "Trends in Intellectual Freedom." He will talk about challenges in schools, public, and academic libraries, with some special focus on the growing strain between social justice and intellectual freedom.</p>
	Informational Items
Director and Staff Reports	<p>T. Killian led discussion on Director and staff reports:</p> <ul style="list-style-type: none"> • Governor Cuomo's proposed budget reflects a \$4 million reduction in library funding; advocacy efforts must now be geared toward reclaiming lost ground. • Trustees were provided staff reports in context of the Plan of Service goals. • The council's pool of laptops for event attendee use has been replaced, as they are every 5-7 years as needed. • Trustees were shown the beta version of Southeastern's revised website. ADA compliance was raised as a concern as many SUNYs and other organizations have been served for not adhering to ADA accessibility requirements. T. Killian will address this concern with the council's Systems Manager, Zachary Spalding.
Vice President's Report	<p>The Vice President had nothing specific to report at this time.</p>
Reports From Member Systems	<p>R. Hubsher informed Trustees of "Libby," an Overdrive platform for eBooks which also provides users with digital library cards.</p>
Good of the Order	<p>Trustees had nothing specific to report at this time.</p>
Adjournment	<p><i>M. Colvson made a motion to adjourn at 11:44am. Seconded by C. Thomas. Motion carried.</i></p>

signature redacted
for privacy

Cathy Carl */*
Assistant Secretary-Treasurer