



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
March 15, 2018**

Board Members Present	Mary Ellen Leimer, Amy Schuler, Cathy Carl, Barbara Petruzzelli, Merribeth Advocate, Robert Hubsher, Floyd Lattin, Ellen Rubin, Mary Jo Russell, Charles Thomas, Duane A. Watson
Board Members Excused	Kari Mack, Laura Streett, Mark Colvson, Rebecca Gerald
Representing SENYLRC	T. Killian
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 January 18, 2018 meeting were presented to the Board of Trustees. <i>R. Hubsher made a motion to accept the minutes as presented. Seconded by M.J. Russell. Motion carried.</i>

New/Old Business	
2017/18 Fiscal Report	<p>T. Killian led discussion of the 2017/18 fiscal report, noting the following:</p> <ul style="list-style-type: none"> • The budget for the 50th Anniversary Gala has been included; Southeastern contributed less than half of the expense due to sponsors and ticket sales; • Informational footnotes have been added, with additional notes forthcoming; • Some internal salary budget class information displayed will be removed in future reports; • T. Killian will look into the two “taxes – other” lines to provide a more specific description/relocate the figures; • The “Collections and Expenditures” line contains funds related to Fall Into Books, to be relocated in future reports for clarity. <p>Trustees request hard copies of the fiscal reports on hand as screen-viewing can be problematic for this document format.</p>
Motion	<i>R. Hubsher made a motion to accept and file the fiscal reports as presented with the understanding that Trustee questions will be answered next month. Seconded by F. Lattin. Motion carried.</i>
Organizational Chart	<p>T. Killian presented trustees with a draft organizational chart, noting the following:</p> <ul style="list-style-type: none"> • The staff hierarchy (all staff report to Executive Director);

	<ul style="list-style-type: none"> The replacement of the Member Services Librarian position with that of a Resource Sharing and Cataloging Librarian who shall report both to the Digital Services Manager (when supporting their work) as well as to the Executive Director. <p>It was suggested to adjust the chart layout to place the Resource Sharing and Cataloging Librarian on the same level as the other staff, rather than below the Digital Services Manager, and to connect this position to the Digital Services Manager with a dotted line to indicate that relationship (with the standard solid line to the Executive Director).</p>
Motion	<i>C. Thomas made a motion to accept the Organizational Chart as amended. Seconded by F. Lattin. Motion carried.</i>
Job description for Resource Sharing and Cataloging Librarian	<p>T. Killian led discussion of the job description for Resource Sharing and Cataloging Librarian, the position that is to replace Member Services Librarian upon the retirement of staff member Judy Fischetti. This position expands the staff members' responsibilities to include support of the Digital Services Manager's initiatives.</p> <p>Trustees offered the following feedback:</p> <ul style="list-style-type: none"> FLSA Status lists the position as "exempt"; this is a typo, the position is "not exempt"; The final line, "This job description is subject to change at any time" should be replaced with "Other duties as assigned". <p>T. Killian requests permission to overlap salaries of the Member Services Librarian and a newly-hired Resource Sharing and Cataloging Librarian to facilitate training; this overlap is expected to result in approximately \$1,962.00 wages over budget.</p>
Motion	<i>M.E. Leimer made a motion to authorize the Executive Director to expend up to \$2,000.00 in wage overlap over budget to facilitate this new hire training. Seconded by F. Lattin. Motion carried.</i>
Job description for Finance Manager and budget adjustment request	<p>T. Killian led discussion of the job description for Finance Manager, as well as the associated budget adjustment request:</p> <ul style="list-style-type: none"> Financial management is an essential function of Southeastern's operations and so it would be advantageous to the council to transition this role from a contract hire to a part-time employee at two days/14 hours per week; Budget implications include the council's need to cover Social Security, Medicare, Workers Compensation insurance, disability insurance, and Paid Family Leave

	<p>insurance. The council would also pay for retirement, if the employee elects to participate in the system.</p> <p>Trustees suggested adding the requirement that “work is to be performed in-office” to avoid the implication of remote work.</p>
Motion	<i>F. Lattin made a motion to approve of the job description as amended. Seconded by R. Hubsher. Motion carried.</i>
Motion	<i>E. Rubin made a motion to approve the corresponding budget adjustment. Seconded by R. Hubsher. Motion carried.</i>
New attorneys for Southeastern	<p>T. Killian led discussion on potential new attorneys for Southeastern, namely, the Law Office of Stephanie Adams, PLLC for all of Southeastern’s legal questions and concerns. Ms. Adams is the attorney for the “Ask the Lawyer” service; her qualifications include “intellectual property, contract, business, not-for-profit, education, construction, and communications with a basis of constitutional and municipal law”.</p> <p>This change will be up for Board approval during the Official Designations review in May 2018. T. Killian will contact Ms. Adams for a “letter of engagement” to begin the process of securing her as the Southeastern attorney.</p>
National Network of Libraries of Medicine grant application for a Health Information Awareness Award	<p>T. Killian led discussion of the National Network of Libraries of Medicine grant application for a “Health Information Awareness Award”:</p> <ul style="list-style-type: none"> • The application proposes a series of training sessions for school nurses in the five BOCES (Board of Cooperative Educational Services) in the region, which each include several school districts, as well as students and instructors in the BOCES nursing assistant program (school librarians will likewise be invited to the training); • The purpose of the training sessions is to promote and improve access to health information resources from NIH found on the web. The information is both for the nurses’ own reference as well as to teach their students about accessing reliable health information on the web; • The training sessions will be led by a health sciences librarian (ideally sourced from among Southeastern membership) and will run about 60-90 minutes; • A webinar will be produced and provided, that school nurses may access at their convenience to review information presented in the live session. Southeastern staff will also be available after the session to answer questions and provide additional consultation; • The maximum grant amount is \$5,000 and is funded by the National Network of Libraries of Medicine, Middle Atlantic Region (these funds are from the federal government); • The deadline for submitting the proposal is Friday, April

	13, 2018 at 11:00 p.m. The funding period runs from May 15, 2018 to April 30, 2019.
Motion	<i>A. Schuler made a motion to approve the grant application as presented. Seconded by D. Watson. Motion carried.</i>
Report from the Ad-Hoc Building Committee	<p>T. Killian led discussion of the recent Ad-Hoc Building Committee meeting:</p> <ul style="list-style-type: none"> • It was determined that a general contractor should be solicited to arrange and organize the order of events regarding construction and non-routine upkeep/repair. The solicitation of bids/estimates for this role is soon to be undertaken by the Executive Director and Office Manager; • Any capital expenses will come from Southeastern reserves; <p>Trustees noted that new budget lines for various utilities (as mentioned during the Ad-Hoc Building Committee meeting) are not required and that the general building maintenance and repairs line is sufficient.</p>
Report from the Trustee and Officer Nominating Committee	E. Rubin led discussion of the Trustee and Officer Nominating Committee report, noting that Mary Ellen Leimer shall be on the Trustee ballot for her second term and that Gina Shelton of Dominican College will be on the ballot as an Academic representative to fill the spot to be vacated by Cathy Carl.
Report from the Finance and Personnel Committee	<p>A. Schuler briefed trustees on the report from the Finance and Personnel Committee, noting that the committee continues its work reviewing and revising the Employee Handbook, a task last accomplished in 2002.</p> <p>A change in the handling of harassment complaints was noted: such complaints should go to the Finance and Personnel Committee, rather than to the Executive Committee.</p> <p>T. Killian suggested that the Employee Handbook may be reviewed for free by the NYS Department of Labor, rather than by an attorney who would charge for this service.</p> <p>The Finance and Personnel Committee is scheduled to meet again on April 2nd to discuss the ongoing staff salary review and on May 4th to discuss budgetary matters.</p>
Report from the Planning and Advocacy Committee	C. Thomas led discussion of the report from the Planning and Advocacy Committee, which met on January 18 th and February 15 th . The committee reviewed the annual member survey and how to best digest the information gathered therefrom. The committee also discussed Library Advocacy Day in Albany as well as a draft list of annual advocacy activities in which Southeastern engages/plans to engage throughout the year.

	<p>Trustees were provided an infographic of Southeastern services and data related thereto. T. Killian wishes to create another such infographic to illustrate the cost savings, value, and return on investment for member services such as HRVH.</p> <p>C. Thomas noted as well the committee’s desire to relate advocacy efforts to elements of the Annual Report and Strategic Plan, as these goals and activities are complementary.</p>
<p>Report from the HLSP Ad-Hoc Committee</p>	<p>M.J. Russell led discussion of the report from the HLSP Ad-Hoc Committee, noting the following:</p> <ul style="list-style-type: none"> • The committee’s first meeting focused mainly on how hospital libraries operate and the context in which they are managed; • The second meeting focused on the current state of regional hospital libraries; • During the committee’s most recent meeting (February 22nd) the focus was looking forward at how hospital library support may be structured, a tricky task as the future of hospital libraries is anything but certain; • The National Library of Medicine (NLM) has stated its disinterest in directly supporting or funding hospital librarians, illustrating an overall lack of support on the national level; • Foundational questions being considered by the committee are how Southeastern’s hospital program can best give hospitals the opportunity to have access to resources and professional development; • M. J. Russell conducted a spot survey of library users at her institution; users identified the three most vital aspects of the hospital library: time saved (on research), quality of care improvements, and the ability to obtain articles that are otherwise not freely available; • The next meeting of the committee will discuss the findings of their SWOT analysis; • Discussion continues on the subject of how to support hospitals that lack a librarian on staff, a discussion which is notably not taking place on the national nor regional level among hospital librarians, nor receiving the attention it deserves among hospital leadership. <p>Trustees suggest extending advocacy efforts to hospital decision-makers to illustrate the cost savings inherent in, for example, M.J. Russell’s survey results (improved care, research time saved; subsidized resources; etc.).</p>
<p>Annual Meeting 2018</p>	<p>T. Killian briefed Trustees on planning-progress for the 2018 Annual Membership Meeting, to be held at Vassar College on June 1st, 2018, noting that Southeastern has secured five fiscal sponsors</p>

	for the event and confirmed with the keynote speaker, James LaRue.
Twila Snead Award	T. Killian led discussion of the annual Twila Snead Award, briefing Trustees on the details and requirements and encouraging Trustees to get the word out to solicit applications.
	Informational Items
Director and Staff Reports	<p>T. Killian led discussion on Director and staff reports, noting the following:</p> <ul style="list-style-type: none"> • Library Advocacy Day 2018 was a success—with thanks to those Trustees and staff members who were able to be involved; in all, Southeastern representatives attended 20 meetings with legislators; • Zachary Spalding, Systems Manager, negotiated a contract with Lighttower, Southeastern’s ISP, which now features built-in Net Neutrality requirements; • Coordinated Collection Development Aid (CCDA) grants have been dispersed; 100% of applicants in the Southeastern region were approved and received funds; • SENY-Con 2018 is upcoming on Friday, April 13th for its third year of showcasing member activities and initiatives; the pace of registrations indicates a waitlist is likely to form; • Another popular upcoming event is the three-day Educator Lab workshop series (two days at the FDR Museum & Library and one day at Mount St. Mary College); • All four advisory committees have met since the previous Board of Trustees meeting; • HRVH may migrate to NY Heritage, a platform used by seven of the other nine ESLN councils (the committee is under discussions on this point); • A Strategic Planning Update was provided to Trustees for their review.
President’s Report	The Board President had nothing specific to report at this time.
Reports From Board Members	<ul style="list-style-type: none"> • R. Hubsher noted restroom facility upgrades at RCLS, utilizing construction grant funds to cover 50% of the expense. RCLS is engaged in Trustee training by way of a six-module program and is also engaged in efforts to make such training a requirement. Meanwhile, the Overdrive digital library card system continues to connect users with their local libraries. • M. Advocate highlighted E. Rubin’s involvement (for the 11th year) with The Empire Center for the Book, having distributed over 4,000 books provided by the community

	to 42 schools, public libraries, and social service agencies who put those books in the hands of children who otherwise go without. Trustees were provided fliers for a School Library Systems-organized series of book talks, 100 books from the American Library Association, conducted by children's literature specialists.
Good of the Order	<ul style="list-style-type: none"> • B. Petruzzelli expressed gratitude to Southeastern and Ellen Rubin for assisting in securing a last-minute replacement speaker for the Banned Books Symposium—planned Annual Meeting speaker James LaRue filled the speaker's slot, with much positive feedback from attendees. • C. Thomas noted an article on the Life Saving Librarians Act featured in The New York Times.
Adjournment	<i>C. Thomas made a motion to adjourn at 12:05pm. Seconded by B. Petruzzelli. Motion carried.</i>

Respectfully Submitted,



Cathy Carl

Assistant Secretary-Treasurer