



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
March 21, 2019**

Board Members Present	Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Rebecca Gerald, Mary Ellen Leimer, Laura Streett, Kari Mack, Mark Colvson, Duane A. Watson, Laurie Shedrick, Gina Shelton
Board Members Excused	Amy Schuler, Floyd Lattin, Barbara Petruzzelli
Representing SENYLRC	Tessa Killian
Call To Order	<i>R. Hubsher called the meeting to order at 9:40am.</i>
Welcome and Introductions	Trustees introduced themselves to new Trustee Laurie Shedrick, Assistant Director and Tech Operations Manager for Mid-Hudson Library System.
Approval Of Minutes of the Meeting	The minutes of the January 17, 2019 meeting were presented to the Board of Trustees. <i>E. Rubin made a motion to accept the minutes as presented. Seconded by C. Thomas. Motion carried.</i>

New Business	
Fiscal Reports for January and February 2019	
<i>Motion to accept the Fiscal Report for January and February 2019</i>	<p><i>M.J. Russell made a motion to accept the Fiscal Reports for January and February 2019 as presented. Seconded by D. Watson.</i></p> <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> • February report p.16: Southeastern has benefited from high money market interest rates with nearly \$14k earned so far this year. • February report p.23: Fund Reserve Balance reflects the transfer of renovation project money as previously approved. <p><i>R. Hubsher called the question. Motion carried.</i></p>

Plan of Service Revision for Hospital Library Services

Revision to the Plan of Service for Hospital Library Services to Include A Contract Librarian (VITAL Staffing)

G. Shelton made a motion to revise the Southeastern 2016-2021 Plan of Service as presented in order to reflect the addition of contract services and to submit those revisions to the Division of Library Development. Seconded by E. Rubin.

R. Hubsher noted the following:

- The Council’s lawyer suggested this Plan of Service change to incorporate the VITAL service
- The deadline to make changes to the Plan of Service for it to come into effect as of July 1, 2019 is April 1, 2019
- While he does not oppose the Plan of Service revision if the Board of Trustees wishes to move ahead, there’s an argument to be made that the Plan of Service is non-specific enough as it stands to allow contract services to fall under existing membership benefits as outlined and that the addition of this specific language may end up limiting Southeastern in the future, as the Council already offers contract services elsewhere without spelling it out in the Plan of Service

T. Killian explained that the Plan of Service revisions were suggested by the Council’s lawyer during the cooperative process of developing the VITAL contract service.

M.J. Russell notes that the program is new, that it would benefit from language that ensures HLSP members comply with the law requiring a qualified librarian, and that much time and effort have gone into these considerations and therefore it would be advisable to err on the side of caution and effect these Plan of Service revisions.

R. Hubsher called the question. Two abstentions. One opposed. Motion carried.

Meeting Guidelines

T. Killian explained the Board of Trustees meeting guidelines to refresh/inform Trustees. These guidelines were originally determined by the Board of Trustees to streamline the meeting process and establish equity in participation.

Old Business

Advocacy and Library Aid Update

T. Killian extended thanks to Trustees M.J. Russell, M. Colvson, and R. Gerald for joining Southeastern staff on Advocacy Day in Albany.

Trustees discussed the varying participation levels across the region; some systems saw a drop in numbers while others saw a slight bump thanks to bus access. R. Hubsher noted

the ultimate importance of year-round advocacy; if the library community drops off these efforts, legislators will quickly move on to focus on other, more vocal lobbyists. Another concern is getting representatives/beneficiaries of all library types in front of legislators, to share their stories and needs.

T. Killian notes that an important message that we need to break through is that state aid impacts all library types, not just publics, and it's an ongoing effort to clarify this with lawmakers. Southeastern staff have ongoing meetings with regional legislators to continue advocacy efforts at their local offices.

The Governor, Assembly, and Senate have presented their budgets. The Assembly's budget restores the Governor's statewide 5% cut to library funding. The senate has restored that funding and also increased it by 1 million dollars. There's a concern that if the approved budget hits a certain deficit, an automatic 3% across-the-board cut would go into effect.

The NYLA website has advocacy resources available to all, membership not required.

Another matter of budget import is the upcoming census. The goal is a complete count in New York; each county is forming a committee to assure this, though that process is not without its complications as these duties may already fall to local officials. Libraries are preparing to aid communities in filling out their census materials and part of the budget ask is to fund these efforts.

On a federal level, IMLS reinstatement is a concern as these funds go to projects such as NOVELny, LSTA, DLD staffing, and the summer reading program.

Southeastern Building Update

T. Killian led discussion of the ongoing building renovations, noting the following:

- The new roof is in place
- Interior painting is completed
- LED light upgrades have been installed
- A new security system has been installed
- HVAC upgrades have been completed

Future work includes new entryway doors, new carpets in select areas, concrete walkway/ramp installation, parking lot repair/upkeep, and a policy-driven purge of decades of accumulated files and records with the aid of a shredding service.

Twila Snead Award for 2019

T. Killian led discussion on the 5th annual Twila Snead Award. The Ad-Hoc committee has streamlined the award assessment criteria. Trustees were shown the award's page on the Southeastern website and were encouraged to nominate any individuals/institutions they find appropriate.

Informational Items

Director and Staff Reports

T. Killian led discussion on Director and staff reports, noting the following:

- The Director/Staff reports are lengthy as they are based on our Plan of Service and are used to draft the Annual Report each year
- Digitization services:
 - 16 members now have their collection NY Heritage, migrated from HRVH
 - The METRO council will no longer host the Empire State Digital Network (ESDN), our hub to DPLA, as of June; this was an unsustainable financial burden for that council. Metadata/collections will remain static in DPLA after the June harvest. DPLA wants to help NY establish another hub, but it will take some time
 - A cost model for Empire ADC was received from the consultant hired for this purpose. The ESLN directors will review the proposed model before it reaches the Board of Trustees for discussion
- HLSP members have returned their assessment letters to determine their VITAL staffing needs; Southeastern staff meetings with specific HLSP members are ongoing to outline the program options with those institutions' decision makers
- Southeastern Annual Meeting postcards were provided to Trustees (mailing to come) as well as Spring continuing education information (including the ongoing Educator Lab series).

President's Report

R. Hubsher reported to Trustees his upcoming retirement; his last day in-office will be Friday, April 26 2019. Grace Rosario will act as Interim Director of RCLS while the hiring process is underway.

Report from Member Systems

L. Streett informed Trustees that she's assumed a new position, "Digital Archivist and Access Librarian." Vassar is currently hiring for the Special Collections Librarian position.

Good of the Order

M.J. Russell reported that HealthQuest is merging with Western Connecticut health system and will form a Division of Education, in which she will have a hand.

Adjournment

E. Rubin made a motion to adjourn at 10:55am. Seconded by M.E. Leimer. Motion carried.

Respectfully Submitted,

Laura Streett,
Secretary