



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
April 16, 2020**

<b>Board Members Present</b>	Mary Jo Russell, Ellen Rubin, Charles Thomas, Geoffrey Miller, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz
<b>Board Members Excused</b>	Grace Riario, Laura Streett, Mary Ellen Leimer, Mark Colvson
<b>Representing Southeastern</b>	Tessa Killian
<b>Call to Order and Welcome</b>	<i>C. Thomas called the meeting to order at 9:33am.</i>
<b>Approval of Minutes of the March 19, 2020 Meeting</b>	The minutes of the March 19, 2020 meeting were presented to the Board of Trustees.  <i>F. Lattin made a motion to accept the minutes as presented. Seconded by A. Schuler. Motion carried.</i>
<b>Approval of Minutes of the April 3, 2020 Executive Committee Meeting</b>	The minutes of the April 3, 2020 Executive Committee meeting were presented to the Board of Trustees.  <i>G. Shelton made a motion to accept the minutes as presented. Seconded by V. Dunnigan. Motion carried.</i>

<b>New Business</b>	
<b>Fiscal Report for March 2020</b>	
<b><i>Motion to accept the Fiscal Report for March 2020</i></b>	<p>T. Killian led discussion of the fiscal reports, noting the following in the context of the upcoming FY 20/21 budget:</p> <ul style="list-style-type: none"> <li>• Current bank and council fund balances</li> <li>• A current mortgage statement</li> </ul> <p>It was previously determined by the Finance and Personnel Committee that despite high interest rates, the council's mortgage principle is low enough to justify staying the course rather than attempting to refinance.</p> <p><i>M.J. Russell made a motion to accept the Fiscal Report for March 2020 as presented. Seconded by R. Gerald. Motion carried.</i></p>

<p><b><i>Motion to Approve Payroll Protection Program (PPP) Loan Application</i></b></p>	<p>T. Killian led discussion of the Payroll Protection Program (PPP) loan. Southeastern’s application for \$108,000 has been processed by Salisbury Bank and the Small Business Association; we expect an update in the next 10 days. The funds are to be used to cover eight weeks of payroll costs.</p> <p><b><i>F. Lattin made a motion to authorize Southeastern’s application for a Payroll Protection Program (PPP) loan. Seconded by A. Schuler. Motion carried.</i></b></p>
<p>Report from the Trustee and Officer Nominating Committee: Trustee Nominations</p>	
<p><b><i>Committee Motion to Approve Slate of Trustees</i></b></p>	<p>The Trustee and Officer Nominating Committee presented the candidates for election to Southeastern's Board of Trustees:</p> <ul style="list-style-type: none"> <li>• <b>Representing Public Libraries</b> Chuck Thomas, Director, Newburgh Free Library. Chuck is up for election to his first 5-year term, 2020/2021-2024/2025.</li> <li>• <b>Representing the Ramapo Catskill Library System</b> Grace Riario, Executive Director, Ramapo Catskill Library System (RCLS). Grace is up for election for her first 5-year term, 2020/2021-2024/2025.</li> <li>• <b>Representing School Library Systems</b> Maura Albertson, Coordinator, School Library System, Ulster County BOCES. Maura is up for election for her first 5-year term, 2020/2021-2024/2025.</li> </ul> <p><b><i>E. Rubin made a motion to accept the slate of Trustee candidates as presented by the nominating committee. Seconded by B. Albitz. Motion carried.</i></b></p>
<p>Report from the Finance &amp; Personnel Committee</p>	
<p>The Finance and Personnel Committee met on April 7, 2020. Trustees were briefed on the following topics related to 2020/2021 budget considerations:</p> <p>Revenue projections:</p> <ul style="list-style-type: none"> <li>• State Aid: State Aid to Libraries will be reduced by 3% or \$23,100. Depending on the manner in which funds are distributed, or if the Governor recommends budget amendments, Southeastern could realize an additional and possibly substantial reduction in state aid for 2020/2021.</li> <li>• Membership dues: Southeastern may see a reduction in membership dues. Southeastern may suspend the scheduled 3% increase in dues for FY 2020/2021.</li> <li>• Service fees: The service fees Southeastern collects for digitization, cataloging, and databases may see a reduction.</li> <li>• Interest income: Since interest rates are low, Southeastern will receive less income on reserve funds.</li> </ul> <p>Expense projections:</p> <ul style="list-style-type: none"> <li>• Salaries: The committee recommends budgeting an increase of 20%, the difference</li> </ul>	

between current salaries and previously established fair market benchmarks. The committee recommended that we budget for salary adjustments (\$10,138.44 overall salary increase) and no COLA increases.

- Retirement: There will be a \$2,800 increase in retirement costs.
- Health insurance: There will be approximately a \$5,000 increase in health insurance costs.

The committee suggested that we have plans ready to adjust the budget mid-year. It was also advised that we begin to consider worst case scenarios and have a “doomsday” plan, which may include drawing funds from reserves rather than reducing services or staff levels.

A draft budget will be reviewed by the Finance and Personnel Committee on May 8. The Board will have a copy of the draft budget prior to the May 21 meeting.

Southeastern Mortgage:

- The committee reviewed the mortgage amortization schedule from Rondout Savings Bank. The loan maturity date is 2/1/2025. The current interest rate is 4.875%. No action needs to be taken at this time.

<p><b>Motion to Amend Salary Proposal</b></p>	<p><b><i>L. Shedrick made a motion to amend the staff salary proposal to include a \$1,500 increase to the Executive Director’s salary. Seconded by A. Schuler. Motion carried.</i></b></p>
<p><b>HRVH Membership Application from the Harness Racing Museum &amp; Hall of Fame</b></p>	<p>Trustee approval was requested for an HRVH Membership Application from the Harness Racing Museum &amp; Hall of Fame, located in Goshen, NY.</p> <p><b><i>G. Shelton made a motion to approve the membership application. Seconded by B. Albitz. Motion carried.</i></b></p>
<p><b>Grant Application to NNLN/MAR for a Health Information Outreach Award</b></p>	<p>T. Killian led discussion of Southeastern’s plan to apply for a National Network of Libraries of Medicine (NNLM) Health Information Outreach Award.</p> <p>The Health Information Outreach Award supports the mission of the National Network of Libraries of Medicine, to advance the progress of medicine, and improve the public health by providing all U.S. health professionals with equal access to biomedical information and improving the public’s access to information to enable them to make informed decisions about their health.</p> <p>Trustees were provided the application packet, presented here in brief:</p> <p><b>Project Description</b> Title: The RESILIENT Workshops</p> <p>The goals of this project are 1) to help libraries plan for and be</p>

	<p>resilient when confronted with disasters and 2) to give librarians and staff the tools to be “information first responders” as they support the health and well-being of their communities during and after a disaster.</p> <p>Southeastern proposes to apply for a Health Information Outreach Award (amount TBD) with a duration of ten months (June 1, 2020 through April 23, 2021). Award funds would compensate speakers, buy or prepare workshop materials, and provide meals during the workshops. Southeastern proposes to hold a series of workshops on the following topics:</p> <ul style="list-style-type: none"> <li>- A. Promoting library staff resiliency during daily operations and during disasters.</li> <li>- B. Planning for an infrastructure disaster in your library.</li> <li>- C. Planning for a public health disaster in your community where library staff might be first responders.</li> <li>- D. Preparing an Information First Responder toolkit</li> </ul> <p><b><i>E. Rubin made a motion to authorize the submission of this grant application on Southeastern’s behalf. Seconded by B. Albitz. Motion carried.</i></b></p>
<b>Old Business</b>	
Annual Meeting 2020	
The 53 <sup>rd</sup> Annual Membership meeting will be conducted virtually. Southeastern staff are working to plan the event.	
Twila Snead Award	
Nominations are requested for the annual Twila Snead Award.	
Planning Committee	
The Planning Committee will meet on April 20 and May 11. It was determined that the strategic planning consultation with Tracy Thompson and related member outreach efforts will be paused until appropriate. The Plan of Service is not due until April 1, 2021.	
<b>Informational Items</b>	
Director and Staff Reports	
<p>T. Killian led discussion of the Director and Staff reports, noting the following:</p> <ul style="list-style-type: none"> <li>• Southeastern has conducted weekly Member All Calls as well as multiple Special Interest Groups, all of which have been well-attended. Next week’s All Call will feature a doctor from Vassar Brothers Medical Center to address member questions and provide context to the current pandemic situation. In May, a member of the SUNY New Paltz Disaster and Mental Health Program will share Psychological First Aid strategies for librarians.</li> <li>• Southeastern staff continues to work remotely on various initiatives to support the membership.</li> <li>• ESLN forums with attorney Stephanie Adams continue and are well attended.</li> </ul>	
President’s Report	
C. Thomas commends Trustees on their efforts to continue services and communication via virtual platforms.	

Reports from Members

Trustees discussed their considerations for institution soft-reopenings and strategies to keep their communities engaged in the interim.

A press release is forthcoming from OCL/IMLS regarding materials handling.

G. Miller reported a call from the Association for Public Historians of New York State to gather records (personal diaries, official actions/announcements, etc.) regarding the pandemic to start collecting a record of disaster planning/adaptations and related data now being produced.

R. Gerald reported that the planned Fall Into Books 2020 has been postponed until 2021.

G. Shelton reported on Dominican College's virtual efforts to support faculty, staff, and students as finals approach.

Good of the Order

L. Shedrick reports on donated, simultaneous-use approved additions to Overdrive of pandemic-related materials for all ages and reading levels.

T. Killian reviewed upcoming Southeastern events as listed on the council's website.

Adjournment

***R. Gerald made a motion to adjourn at 11:00am. Seconded by L. Shedrick. Motion carried.***

Respectfully Submitted,

Floyd Lattin, Assistant Secretary-Treasurer