



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
April 19, 2018**

<b>Board Members Present</b>	Mary Ellen Leimer, Amy Schuler, Cathy Carl, Barbara Petruzzelli, Merribeth Advocate, Floyd Lattin, Mary Jo Russell, Duane A. Watson, Laura Streett, Rebecca Gerald
<b>Board Members Excused</b>	Robert Hubsher, Ellen Rubin, Charles Thomas, Kari Mack, Mark Colvson
<b>Representing SENYLRC</b>	Tessa Killian, Jennifer Palmentiero, Alice Graves
<b>Call To Order</b>	<i>M.E. Leimer called the meeting to order at 9:41am</i>
<b>Approval Of Minutes/Motion To Approve</b>	The minutes of the March 15, 2018 meeting were presented to the Board of Trustees. <i>D. Watson made a motion to accept the minutes as presented. Seconded by B. Petruzzelli . Motion carried.</i>

<b>New/Old Business</b>	
<b>2017/18 Fiscal Report</b>	T. Killian led discussion of the 2017/18 fiscal report, noting the following: <ul style="list-style-type: none"> <li>• Additional footnotes have been included to address prior trustee inquiries;</li> <li>• On page 3, the IRS refund figure is placed per accountant direction.</li> </ul>
<b>Motion</b>	<i>A. Schuler made a motion to accept and file the fiscal reports as presented. Seconded by M.E. Leimer. One abstention. Motion carried.</i>
<b>New HRVH Membership Application from the Hudson Area Library</b>	T. Killian briefed trustees on the new HRVH membership application from the Hudson Area Library, which would be a returning member (sufficient time has elapsed since their prior membership that a new application is required). Hudson intends to digitize oral history interviews, photographic collections, and postcards.
<b>Motion</b>	<i>M.J. Russell made a motion to accept the membership application as presented. Seconded by Cathy Carl. Motion carried.</i>
<b>Columbia Memorial Hospital requesting to return as a member</b>	T. Killian led discussion of Columbia Memorial's request to rejoin Southeastern as a member. As the institution withdrew their membership in August 2017, it is within the 18-month window during which a member may be reinstated at the discretion of the Board of Trustees. Columbia Memorial previously withdrew

	<p>membership with the belief that their affiliation with Albany Medical Center would provide adequate access to resources, but licensing issues prevented such and so they wish to return to the consortium pricing and other benefits offered by Southeastern membership. Their membership would be renewed as of July 1, 2018.</p>
<b>Motion</b>	<p><b><i>B. Petruzzelli made a motion to approve Columbia Memorial Hospital's request to return as a member. Seconded by M. Advocate. Motion carried.</i></b></p>
<b>Trustee and Officer Nominating Committee 2018/19 Slate of Candidates</b>	<p>B. Petruzzelli led discussion, laying out the following:</p> <p>The candidates for election to Southeastern's Board of Trustees are:</p> <ul style="list-style-type: none"> <li>• Representing Academic Libraries, Gina Shelton, Head Librarian, Dominican College. Gina is up for election for her first 5-year term, 2018/2019 - 2022/2023.</li> <li>• Representing the Community-at-Large, Mary Ellen Leimer. Mary Ellen is up for election for her second 5-year term, 2018/2019 - 2022/2023.</li> </ul> <p>The Officers of the Board FY 18/19 slate:</p> <ul style="list-style-type: none"> <li>• Robert Hubsher, President</li> <li>• Charles Thomas, Vice President</li> <li>• Laura Streett, Secretary</li> <li>• Amy Schuler, Treasurer</li> <li>• Floyd Lattin, Assistant Secretary-Treasurer</li> <li>• Mary Ellen Leimer, Immediate Past President</li> </ul>
<b>Motion</b>	<p><b><i>B. Petruzzelli made a motion to approve sending the Slate of Candidates ballot to governing members for a vote. Seconded by A. Schuler. Motion carried.</i></b></p>
<b>Final Digital Dark Archive Service Agreement</b>	<p>T. Killian and Digital Services Librarian J. Palmentiero led discussion on progress regarding the Digital Dark Archive Service Agreement, first brought to Board attention in November 2017. Since that time, Southeastern staff have made adjustments to the fee schedule and other details; as well, attorney Stephanie Adams has reviewed the documents and provided productive suggestions regarding indemnity, termination, modification, data hosting, and Southeastern bylaws compliance. T. Killian noted the change to pricing for those storing greater than 500G of data (changed from a flat rate of \$500 to a note to “call for quote”) as well as noting language to allow storage of digital assets not necessarily involved in HRVH.</p> <p>Trustees confirmed with T. Killian that service fees will cover Southeastern’s cost. It was asked if profit may arise from the service and it was explained that at this stage it’s too soon to tell and that Southeastern has the flexibility to adjust fees in the future if so desired.</p> <p>The following changes to this draft agreement were suggested:</p>

	<ul style="list-style-type: none"> <li>• Clarify that there is a \$50 fee per upload (page 2)</li> <li>• Relocate the line regarding annual invoicing (page 2) to beneath the amount/rate chart (page 1)</li> </ul>
<b>Motion</b>	<b><i>A. Schuler made a motion to approve the draft agreement as amended. Seconded by C. Carl. Motion carried.</i></b>
<b>Report from the HLSP Ad-Hoc Committee: draft plan for HLSP Services</b>	<p>M.J. Russell led discussion of the draft plan for HLSP services, along with T. Killian and A. Graves.</p> <p>Discussion included the following points:</p> <ul style="list-style-type: none"> <li>• The draft plan seeks to address known issues facing HLSP and hospital libraries in general, as presented in prior Board of Trustees meetings, such as the divergence in approach among hospitals in providing resources (for example, assigning a non-librarian staff member to manage resources), outliers who lack proper management, the issue of retiring/unreplaced hospital librarians, and how to operate HLSP moving forward in this environment;</li> <li>• The first recommendation is to reduce the aforementioned divergence in hospital library resource management down to two methods or categories as defined by Southeastern: A) a “Grant Hospital” maintains a library, staffed with a librarian, or B) a “Service Hospital” contracts with Southeastern for a part- time librarian to manage their resources (primarily virtually but with periodic site visits).</li> <li>• The second recommendation is a pilot program with Helen Hayes Hospital, which has expressed great interest, to trial the contract service for a librarian;</li> <li>• Participating hospitals would pay for the contract service and those funds would be used to pay the salary of the contracting librarian, who would be a Southeastern staff member;</li> <li>• The service would be managed by the HLSP Manager, Alice Graves;</li> <li>• Hospitals would be required to pay the full years’ service up front;</li> <li>• T. Killian will discuss with Southeastern’s attorney what may transpire if the contracted librarian were to discontinue their employment during such a time as Southeastern is contractually obligated to provide such to participating hospitals.</li> </ul> <p>The draft timeline of developing and rolling out this service is as follows:</p> <p>Developing the service – April-May, 2018</p> <ul style="list-style-type: none"> <li>• drafting a contract for attorney review</li> <li>• establishing start-up costs</li> </ul>

- determining hourly fee
  - present final version to Board for approval
- Establishing the service – June, 2018 – January, 2019
- contract to lawyer for review - June
  - share concept with Helen Hayes and obtain their commitment – June
  - Board approval – July
  - contract for service with Helen Hayes – July
  - hire librarian - August
  - letters to hospitals regarding new requirements for HLSP member participation - September
  - commitments from hospitals to participate by November 1
  - phase-out of any other existing scenarios by January 1, 2019

Trustee questions, clarifications, and suggestions included:

- Point 3 under “Contract Service”: “other library services” should be specified to limit broad interpretation;
- Point 4, “periodic onsite visits” should be enumerated, perhaps establishing a set number of visits with a fee for any above that amount;
- Virtual/remote contract work is to be performed in-office at Southeastern;
- Timing is important in alerting hospitals to these program changes so as to not engage in a “bait and switch” situation with members who have already paid their membership dues for the year (T. Killian suggests forewarning hospitals to permit them time to adjust their budgets for the coming changes);
- The terms “Grant Hospital” and “Service Hospital” should be reconsidered for clarity as both categories technically receive grant funds;
- Point B under HLSP Benefits: “chooses to contract with” should be changed to “has a contract with”;
- The Helen Hayes pilot may serve as an example to provide other hospitals, for buy-in of the concept;

The Ad Hoc HLSP Committee will present for Board approval the following requests at the May meeting:

1. approval of a one-time start-up cost (new hire orientation, attorney fees, etc.), not to exceed [\$TBD] from the Council’s reserve fund;
2. approval to hire a contract librarian as an employee of the Council (pay rate TBD);
3. approval to join into contracts with area hospitals for the service.

<p><b>Report from the Finance and Personnel Committee</b></p>	<p>A. Schuler led discussion of the report from the Finance and Personnel Committee, detailing their work regarding staff salary review:</p> <ul style="list-style-type: none"> <li>• The committee met on April 2<sup>nd</sup>, at which time T. Killian presented staff salaries as well as “benchmarks”: comparable salaries provided by the other ESLN councils used to scale with cost-of-living and geography, to judge equity;</li> <li>• It was determined that four staff salaries fall below the established benchmarks: Executive Director, Systems Manager, Digital Services Manager, and Office Manager;</li> <li>• The committee is considering whether they have enough data on comparable positions/longevity; T. Killian is to collect more information;</li> <li>• The committee asked T. Killian to use the working spreadsheet to show: 1.) An increase of 20% of the difference between the comparable and current salaries, 2.) A 2.8% percent increase for all other staff;</li> <li>• Additional information will be reviewed at the May 4th Finance and Personnel Committee meeting. Salary recommendations will be made to the Board when the budget is presented at the May 17<sup>th</sup> (date subject to change) Board of Trustees meeting;</li> <li>• Budget implications of salary adjustments are being considered (whether drawing from council reserves will be required).</li> </ul>
<p><b>Report from the Planning and Advocacy Committee</b></p>	<p>T. Killian led discussion of the Planning and Advocacy Committee report, informing Trustees of the committee’s plan to tie the strategic plan and the plan of service together via a “crosswalk” that would see the two plans follow a similar format and time frame that puts parameters on the strategic plan.</p>
<p><b>Annual Meeting 2018</b></p>	<p>T. Killian led discussion of the Annual Meeting, noting that registrations are coming in and reminding Trustees to register if they plan to attend. L. Streett is working with the council to arrange tours of the Vassar library.</p>
<p><b>Twila Snead Award</b></p>	<p>T. Killian led discussion of the annual Twila Snead Award, reminding Trustees that the deadline to apply is April 27<sup>th</sup>.</p>
<p><b>Informational Items</b></p>	
<p><b>Director and Staff Reports</b></p>	<p>T. Killian led discussion on Director and staff reports, noting the following:</p> <ul style="list-style-type: none"> <li>• SENY-Con 3 was held on April 13<sup>th</sup> and was well-attended; T. Killian thanked those Trustees who were able to attend and/or present;</li> <li>• Landscaping work is underway to refresh Southeastern’s grounds and remove dead bushes and shrubs from around the entryways;</li> </ul>

	<ul style="list-style-type: none"> <li>• General Contractor estimates are being solicited for work around the building as advised by the Ad Hoc Building Committee;</li> <li>• The Department of Labor and an attorney are reviewing the draft employee handbook and draft job descriptions as part of the process to finalize those documents;</li> <li>• The Resource Sharing &amp; Cataloging Librarian job description has been posted and 12 applications have been received to date;</li> <li>• Liz Gurdin accepted the part-time staff position of Finance Manager and has started her new schedule;</li> <li>• The Tri-Party Agreement has undergone attorney review; T. Killian has applied their suggestions and awaits the executed contract from Salisbury Bank;</li> <li>• Southeastern members have been sent a letter detailing the benefits concurrent with membership, their institution's specific use of those benefits (grant funds received, CE events attended, number of books routed, etc.), and guidelines regarding membership dues and renewal/cancellation of membership.</li> </ul>
<b>President's Report</b>	<p>M.E. Leimer notes that the May Board of Trustees meeting will need to be rescheduled to assure a quorum, as this meeting is to include important budget discussions for the upcoming fiscal year. A poll will be sent to Trustees to determine the best date.</p> <p>T. Killian mentioned that in the coming fiscal year Board of Trustees meeting dates will have associated snow dates and that the primary meeting dates may be specifically locked-in and confirmed (rather than the traditional practice of making the call each month whether or not that month's meeting will take place).</p>
<b>Reports From Board Members</b>	<ul style="list-style-type: none"> <li>• R. Gerald made note of upcoming collaborative events including a "Night of Book Talks", a maker space boot camp, and an Educator Lab series.</li> </ul>
<b>Good of the Order</b>	Trustees had nothing specific to bring to the Board's attention at this time.
<b>Adjournment</b>	<b><i>B. Petruzzelli made a motion to adjourn at 11:42am. Seconded by D. Watson. Motion carried.</i></b>

Respectfully Submitted,

Cathy Carl  
Assistant Secretary-Treasurer