



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on May 21, 2020**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Geoffrey Miller, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz, Grace Riario, Mary Ellen Leimer, Mark Colvson
Board Members Excused	Laura Streett
Representing Southeastern	Tessa Killian
Call to Order and Welcome	<i>C. Thomas called the meeting to order at 9:34am.</i>
Approval of Minutes of the April 16, 2020 Meeting	<p>The minutes of the April 16, 2020 meeting were presented to the Board of Trustees.</p> <p><i>L. Shedrick made a motion to accept the minutes as presented. Seconded by F. Lattin. Two abstentions. Motion carried.</i></p>
Approval of Minutes of the May 4, 2020 Executive Committee Meeting	<p>The minutes of the May 4, 2020 Executive Committee meeting were presented to the Board of Trustees.</p> <p>Trustees suggested the addition of language explaining the circumstances under which the remaining balance of the Paycheck Protection Program (PPP) loan funds may need to be returned after the applicable period (pending finalized guidelines for PPP funds utilization).</p> <p><i>E. Rubin made a motion to accept the minutes as amended. Seconded by G. Shelton. Motion carried.</i></p>

New Business	
Fiscal Report for April 2020	
Motion to accept the Fiscal Report for April 2020	<p>T. Killian led discussion of the fiscal reports, noting that subsequent fiscal reports will include PPP loan balance and account statement information.</p> <p><i>G. Miller made a motion to accept the Fiscal Report for April 2020 as presented. Seconded by L. Shedrick. One abstention. Motion carried.</i></p>

Finance & Personnel Committee: Budget Proposal for FY 2020/2021	
<p><i>Motion to approve the Budget Proposal for FY 2020/2021</i></p>	<p>Trustees were provided 2020/2021 draft budget considerations and recommendations from the Finance and Personnel Committee meeting held on May 8, 2020.</p> <p>The budget proposal is based on the known 3% decrease in state aid; this figure may change as New York State adapts to the ongoing health crisis, in which case T. Killian and the Finance and Personnel Committee will revisit the figures and adjust accordingly.</p> <p>Southeastern expenses have been reconfigured in the proposed budget, in the context of limited in-person events, staff travel, and other related considerations, totaling around \$62,000 in reductions from the prior fiscal year.</p> <p>The budget includes staff salary adjustments per the previously-approved effort to meet regional benchmarks. The Finance and Personnel Committee suggests that Southeastern freeze the planned membership dues increase in FY 20/21.</p> <p>G. Riario noted the difficulty in drafting a budget under the current economic uncertainty and thanked T. Killian and the Committee for their hard work.</p> <p><i>M.J. Russell made a motion to accept the Budget Proposal for FY 2020/2021 as presented, with the understanding that adjustments may be presented at a future meeting. Seconded by M. Colvson. Motion carried.</i></p>
<p>Report from the Trustee and Officer Nominating Committee: Officers for FY 2020/2021</p>	
<p>The Trustee and Officer Nominating Committee presented the proposed slate of officers for the 2020/2021 Southeastern Board of Trustees, which, following the bylaws, will be voted on after the annual meeting, but prior to the new fiscal year:</p> <ul style="list-style-type: none"> • President - Chuck Thomas • Vice-President – Amy Schuler • Secretary - Laura Streett • Treasurer – Ellen Rubin • Assistant Secretary/Treasurer - Floyd Lattin • Immediate Past President - Mary Ellen Leimer <p>As well, membership ballots for candidates to the Board of Trustees will be accepted until Friday, May 29.</p>	
<p>Official Designations for FY 2020/2021</p>	
<p><i>Motion to Approve Official Designations</i></p>	<p>Trustees were provided Southeastern’s Official Designations for Fiscal Year 2020/2021, which include:</p> <ul style="list-style-type: none"> • Board of Trustee Meeting Dates

	<ul style="list-style-type: none"> • Financial Institutions • Legal Advisers • Accounting Firm • Internal Audit and Financial Clerk Designation <p><i>E. Rubin made a motion to approve the Official Designations as presented. Seconded by B. Albitz. Motion carried.</i></p>
Old Business	
Annual Meeting 2020	
<p>T. Killian shared updates on plans for Southeastern’s 53rd Annual Membership meeting, to be held Friday, June 5th. Registration opened on May 19th and currently numbers around 100 registrants. The agenda draft includes exhibitions from members, presentation of the annual Twila Snead Commitment to Excellence Award, breakout groups for networking, and closing remarks delivered to all attendees thereafter.</p>	
Twila Snead Award	
<p>The ad-hoc committee has selected a recipient for the Twila Snead Commitment to Excellence Award: Valerie Mittenberg of SUNY New Paltz for her service to the college community. The current award-presentation draft plan includes an introduction from Trustee Gina Shelton, remarks from SUNY New Paltz librarians, and remarks from Valerie Mittenberg.</p>	
Planning Committee	
<p>M.J. Russell reported that the Planning Committee will convene a meeting on Monday, June 15th with consultant Tracy Thompson.</p>	
Informational Items	
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"> • Southeastern was recently notified that we received the Health Information Outreach award from the National Network of Libraries of Medicine Mid-Atlantic Region. The project title is: RESILIENT Workshops: Ready Steady in the Library: Taking Initiative before an Emergency, Natural disaster, or Trauma. • Nyack Hospital’s librarian has announced plans to retire; the hospital will not be filling the position, but, they will sign up to benefit from Southeastern’s VITAL program to maintain access to information and expertise. 	
President’s Report	
<p>Board President C. Thomas noted his attention to reopening plans and guidelines as they are formulated by the state, localities, library systems, etc.</p>	
Reports from Members	
<p>L. Shedrick reported that Mid-Hudson Library System has been in active contact with its member libraries, conducting regular meetings with staff and Trustees. Poughkeepsie Public Library District opens soon for curb-side pick-up.</p> <p>G. Miller informed Trustees of the Reher Center’s efforts to encourage historical organizations in Kingston to utilize online platforms to sustain interest in sites, projects, and programming through this difficult period.</p>	

Trustee Recognition
Board President C. Thomas and Executive Director T. Killian recognized outgoing Trustee Rebecca Gerald for her many years of dedication and positive contributions to Southeastern. Rebecca’s history with the council ranges from her early involvement as a workshop attendee to her time serving on the Board of Trustees. Colleagues shared recollections, noting the personal warmth Rebecca brings to every interaction and the professional acumen she so kindly contributed toward furthering the Council’s goals and mission.
Adjournment
<i>E. Rubin made a motion to adjourn at 10:38am. Seconded by L. Shedrick. Motion carried.</i>

Respectfully Submitted,

Floyd Lattin, Assistant Secretary-Treasurer