



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

Board Members Present	Mary Ellen Leimer, Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Amy Schuler, Floyd Lattin, Gina Shelton
Board Members Excused	Laura Streett, Merribeth Advocate, Duane A. Watson, Kari Mack, Mark Colvson, Rebecca Gerald, Barbara Petruzzelli
Representing SENYLRC	Tessa Killian, Jennifer Palmentiero, Alice Graves, Carolyn Bennett Glauda
Call To Order	<i>R. Hubsher called the meeting to order at 9:47am.</i>
Welcome and Introductions	The Board of Trustees welcomed new Trustee Gina Shelton, representing Academics, and new staff member Kelsey Milner, Resource Sharing and Cataloging Librarian.
Approval Of Minutes/Motion To Approve	The minutes of the meeting were presented to the Board of Trustees. <i>C. Thomas made a motion to accept the minutes from June 1, 2018 as presented. Seconded by F. Lattin. Motion carried.</i>
Reaffirm/Redefine Meeting Guidelines	R. Hubsher noted that this and future meetings would be structured per Robert’s Rules of Order, wherein motions precede discussion of agenda items to ensure that the Board discusses only those items receiving a motion and a second; motions can thereafter be modified or tabled per discussion. Trustee-drafted meeting guidelines were reviewed and one change was made: “Use of acronyms” was changed to “Define acronyms.”

New/Old Business	
Fiscal Report for May and June 2018	
<i>Motion to accept and file the May/June fiscal reports</i>	<i>F. Lattin made a motion to accept and file the May/June fiscal reports as presented. Seconded by M.E. Leimer. Motion carried.</i>
Resolution to Add and Remove Trustees as Bank Signers	
<i>Motion to approve the Resolution to Add Trustees as Bank Signers</i>	<i>E. Rubin made a motion to approve the Resolution to Add Trustees as Bank Signers, adding Robert Hubsher. Seconded by C. Thomas. Motion carried.</i>
<i>Motion to approve the Resolution to Remove Trustees as Bank Signers</i>	<i>G. Shelton made a motion to approve the Resolution to Remove Trustees as Bank Signers, removing Kari Mack and Barbara Petruzzelli. Seconded by M.J. Russell.</i> M.J. Russell inquired whether the proposed signers were convenient to Southeastern for easy access. T. Killian noted that

	they are. R. Hubsher called the question. <i>Motion carried.</i>
Child Find of America Lease Renewal	
<i>Motion to approve the Child Find of America Lease Renewal as amended</i>	<p><i>E. Rubin made a motion to approve the Child Find of America Lease Renewal as amended. Seconded by M.E. Leimer.</i></p> <p>R. Hubsher notes an error in the math: The “Additional Costs” (Internet access, SafeCo Alarm coverage, and supplies) figures total \$118.70, not \$118.00 as listed. Trustees determined to lower the supplies figure from \$12.70/month to \$12.00/month for simplicity. R. Hubsher called the question. <i>Motion carried.</i></p>
Hudson River Valley Heritage Migration	
<i>Motion to accept the Digital Advisory Committee’s report</i>	<p><i>C. Thomas made a motion to accept the Digital Advisory Committee’s report. Seconded by F. Lattin. Motion carried.</i></p>
<i>Motion to approve the migration of HRVH to New York Heritage</i>	<p><i>E. Rubin made a motion to approve the migration of HRVH to New York Heritage. Seconded by C. Thomas.</i></p> <p>T. Killian briefs Trustees on the Hudson River Valley Heritage (HRVH) migration plan, noting that New York Heritage is powered by CONTENTdm and hosted by OCLC. New York Heritage is a service of the Empire State Library Network and all eight of the other councils are represented in the site. Migrating HRVH (which is currently on the no-longer-supported locally-hosted CONTENTdm environment) to New York Heritage keeps us on CONTENTdm for half the cost of migrating to an OCLC-hosted solution for HRVH.</p> <p>J. Palmentiero, Digital Services Librarian, explained that during the migration HRVH will be maintained as a web page, parallel to the New York Heritage website. As well, HRVH contains several dozen online exhibitions, some hyper-local; it was determined that at a future date those exhibitions will be navigable from New York Heritage, though they will remain hosted on HRVH.</p> <p>Overall, HRVH is envisioned to remain as a landing page, linking out to members’ collections in New York Heritage and HRVH Historic Newspapers, which is itself a separate platform. A User’s Group meeting and webinar are in the works.</p> <p>T. Killian notes that it is worthwhile to maintain the HRVH Historic Newspapers platform as it is preferable to alternative platforms: the current platform offers article segmentation and has an engaged text-correction community—as well, keeping a separate collection avoids overwhelming search results/other</p>

	<p>HRVH content with the sheer volume of digitized newspapers.</p> <p>R. Hubsher called the question. Motion carried.</p>
<p>HLSP Librarian Contracts</p>	
<p>Motion to accept the report from attorney Stephanie Adams</p>	<p>C. Thomas made a motion to accept the report from attorney Stephanie Adams. Seconded by F. Lattin.</p> <p>Alice Graves, Hospital Library Services Manager, joined the discussion. T. Killian notes recommendations from attorney Stephanie Adams, including editing the Plan of Service, Membership Applications, and Membership Guidelines.</p> <p>R. Hubsher suggests sending those recommendations to the relevant committees to review and consider overall impact.</p> <p>R. Hubsher called the question. Motion carried.</p>
<p>Motion to accept the draft contract as amended</p>	<p>M.E. Leimer made a motion to accept the draft contract as amended. Seconded by F. Lattin.</p> <p>M.J. Russell brought Trustee attention to page 1, section A of the draft contract to highlight the potential confusion between “+3% administrative fee” and “HLSP Administrative Fee”. It was determined that the chart’s categories be reworked for clarity.</p> <p>T. Killian suggested adding mention of the subsidies paid (based on number of beds) for eResources. Other services that are provided by HLSP are to be broken down into their own boxes in the chart. To be added under a “Southeastern Fees” category: Hospital Website, Cataloging/the Koha Catalog, and Membership Dues. Likewise, a billing dates column will be added as invoices are generated both in July (membership; HLSP services) and December (third-party vendor services).</p> <p>Planned formatting changes to page 7, Assessment Sheet include addition of Yes/No check boxes to item 4 and the removal of “NA” from 5(a) and 5(b).</p> <p>With those amendments to the draft contract, R. Hubsher called the question. Motion carried.</p>
<p>2018 Annual Meeting Evaluations</p>	
<p>T. Killian led discussion of the 2018 Annual Meeting Evaluations; C.B. Glauda, Member Services Librarian for Education and Outreach, joined the discussion.</p> <p>32 of 80 attendees provided feedback on the event and their suggestions for the future. In recent years there has been a trend of more first-time attendees; this will be taken into consideration when planning future meetings, in order to include/introduce newcomers to the Council.</p>	

T. Killian suggests Marist College as the location for the 52nd Annual Meeting (2019); she will contact the institution to explore the idea.

Despite Southeastern’s best effort to communicate the location of mobility accommodations at the 2018 event—via event announcements and subsequent emails and confirmations—some attendees expressed frustration navigating these services. While such parking/access problems are inherent to most college campuses, the Council will make every effort to improve in highlighting these accommodations prior to future events.

The question of keynote format vs showcase vs combo thereof for the 52nd Annual Meeting will be discussed at a future date.

**Board of Trustee Lists and Committees:
Contact Information, Terms of Office, Committee Selections**

T. Killian reviewed the document packet distributed to Trustees, which included Trustee contact information, terms of office, prior year liaison and committee lists, committee charge breakdowns, and a sign-up for choosing which committee(s) each trustee may wish to join. T. Killian and R. Hubsher will follow up to review the sign-ups and form committees.

Building Repairs and Improvements

T. Killian led discussion of Building Repairs and Improvements, noting that the Council has begun the process of soliciting bids/estimates from general contractors and engineers, to the end of upgrading the roof, front deck, interior painting, and entryway doors. The Council is also exploring an LED-upgrade grant program with Central Hudson; Trustees suggest soliciting competing bids for this work.

Informational Items

Director and Staff Reports

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

- The TriParty agreement with Salisbury Bank and M&T Bank has been signed after attorney Stephanie Adams’ feedback;
- Southeastern’s new, ADA-compliant, mobile-friendly website has launched!;
- The Educator Lab 3-day workshop series was held at the FDR Presidential Library and Mount Saint Mary College, June 26-29. Southeastern’s C.B. Glauda, along with six other instructors, volunteered their time. The series offered a total of 18 CTLE credits for NYS educators;
- J. Palmentiero has been working on the Dark Archive service, along with continued HRVH migration work;
- Zachary Spalding, Systems Manager, worked on SEAL improvements (returns-acceptance and delivery method identification, which were upgrades requested by the user base);
- A. Graves was approved for an NNLM grant to support BOCES nurse training; Rhonda Altonen, academic medical librarian, will provide said support;
- Kelsey Milner, Resource Sharing and Cataloging librarian, has been updating the SEAL user manual and will record a new instructive video; likewise, she has provided support with the HRVH migration and associated work;

- Moshe Siegel, Office Manager, has been assisting the facilities-related efforts in scheduling contractors and engineers to visit Southeastern and generate estimates for the desired work.

President's Report

R. Hubsher inquires if Southeastern has ever endorsed the Library Bill of Rights; finding that it has not in recent memory, he suggests the Board review the Library Bill of Rights and consider endorsing it at a future meeting as the document's purview, guidance, and interpretations do extend to library councils.

Reports From Board Members

T. Killian and R. Hubsher note that Southeastern will join RCLS for their Summer legislative visits; T. Killian plans similar visits to legislators in the northern portion of the Council's region and has extended an invitation to members to join these scheduled visits.

Good of the Order

Trustees had nothing specific to bring to the Board's attention at this time.

Adjournment

M.E. Leimer made a motion to adjourn at 11:55am. Seconded by E. Rubin. Motion carried.

Respectfully Submitted,

Floyd Lattin
Assistant Secretary/Treasurer