



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

<b>Board Members Present</b>	Mary Jo Russell, Ellen Rubin, Charles Thomas, Geoffrey Miller, Becky Albitz, Laura Streett, Rebecca Gerald, Laurie Shedrick, Gina Shelton, Floyd Lattin, Amy Schuler, Mary Ellen Leimer
<b>Board Members Excused</b>	Mark Colvson, Grace Riario, Virginia Dunnigan
<b>Representing Southeastern</b>	Tessa Killian, Liz Gurdin
<b>Call to Order and Welcome</b>	<i>C. Thomas called the meeting to order at 9:31am.</i> Trustees welcomed Tonia Crown and Davide DiGenova from RBT CPAs, LLP
<b>Approval of Minutes of the October 17, 2019 Meeting</b>	The minutes of the October 17, 2019 meeting were presented to the Board of Trustees. <i>B. Albitz made a motion to accept the minutes as presented. Seconded by E. Rubin. Motion carried.</i>

<b>New Business</b>	
Draft Audit Report for 7/1/18—6/30/19; 990 Tax filing from RBT CPAs, LLP	
<b><i>Motion to Approve Draft Audit Report for 7/1/18 - 6/30/19 and 990 Tax Filing</i></b>	Tonia Crown and Davide DiGenova of RBT CPAs, LLP presented the Draft Audit Report and 990 Tax Filings. Trustees were walked through the documents including the Auditor Report to the Board, Auditor Financial Statements, and Auditor Tax Filings for Board Review. This year’s audit resulted in no issues/difficulties/misstatements of note. Trustees thanked the audit firm and Southeastern’s Finance Manager Liz Gurdin for their hard work.  <i>E. Rubin made a motion to approve and file the Draft Audit Report for 7/1/18 - 6/30/19 and 990 Tax Filing as presented. Seconded by G. Miller. Motion carried.</i>
Fiscal Report from October 2019	
<b><i>Motion to accept the Fiscal Report from October 2019</i></b>	T. Killian led discussion of the fiscal reports, noting that the Fund Balance Report was updated per Trustee comments and to reflect prior budget adjustments: listed now are the cash reserve fund, unallocated reserve fund, and total cash balance, while the restricted funds are listed separately for clarity. Trustees were also informed that the Annual Report was approved by the State Library and next year’s funding has been secured.

	<b><i>M.J. Russell made a motion to accept the Fiscal Reports for October 2019 as presented. Seconded by L. Shedrick. Motion carried.</i></b>
Budget Adjustment for hospital budget lines. New Hospital vendor, TD Net.	
<b><i>Motion to approve Budget Adjustment for hospital lines</i></b>	<p>T. Killian led discussion of the requested budget adjustment for hospital budget lines. The HLSP committee has determined to adjust their subscriptions to eliminate under-utilized resources and to save on expenditures. The addition of TD Net would replace the shuttered Link Out service; this change would be cost neutral for member hospitals.</p> <p><b><i>G. Shelton made a motion to accept the budget adjustment as requested. Seconded by B. Albitz. One abstention. Motion carried.</i></b></p>
Policy recommendations from the council attorney, Stephanie Adams	
<b><i>Motion to accept policy recommendations</i></b>	<p>Stephanie Adams, Southeastern’s attorney, reviewed the policies approved by the Board of Trustees on September 19, 2019. Ms. Adams edited the policies and recommended new policies; T. Killian prepared the content for the drafts that are listed below. Trustees are requested to approve the edited policies and new policies as described. Policies were edited to agree with state and federal labor laws.</p> <p>The policies were presented digitally to Trustees as individual documents and include a table explaining who is responsible for the policy, revision dates, and how often they should be reviewed. Several of the documents contain comments from Ms. Adams to explain the changes.</p> <p><u>Edited Policies</u></p> <ul style="list-style-type: none"> <li>Benefits Continuation Policy</li> <li>Controlled Substances and Alcohol Policy</li> <li>Disability Accommodation Policy</li> <li>Disability Benefits Policy</li> <li>Employee Code of Conduct</li> <li>Employment Classification Policy</li> <li>Health Insurance Policy</li> <li>Hiring Policy</li> <li>Holiday Leave Policy</li> <li>Independent Contractors Policy</li> <li>Jury Duty Policy</li> <li>Membership in Professional Organizations Policy</li> <li>Paid Family Leave Policy</li> <li>Performance Evaluation</li> <li>Sick Leave Policy</li> <li>Smoking and Other Tobacco Use Policy</li> <li>Unpaid Leave of Absence</li> </ul>

	<p>Use of the Council Vehicle Policy  Vacation Leave Policy  Wage and Hours Policy  Workplace Violence Prevention Policy</p> <p><u>New Policies</u>  Anti-Discrimination Policy  Break Time Policy  EEO and Poster  Required Postings and Access to Policies  Unpaid Family Medical Leave  Vendor Code of Conduct  Visitor Code of Conduct</p> <p><u>Eliminate</u>  Leave of Absence: Vacation, Sick, Personal, Holidays,  Bereavement, Jury Duty</p> <p><u>Policy to add later</u>  Data Security Policy</p> <p>Trustees discussed the recommended edits to policies and suggested additional adjustments for typographical errors, as well as to double check the council’s vehicle policy in accordance with insurance liability and to bring that policy back for Board review if so advised by the council attorney.</p> <p><b><i>M.E. Leimer made a motion to accept policy recommendations with additional edits as discussed. Seconded by A. Schuler. Motion carried.</i></b></p>
<b>Informational Items</b>	
Planning Committee Report (including 2020 Annual Meeting)	
<p>M.J. Russell briefed Trustees on the Planning Committee report, noting the following:</p> <ul style="list-style-type: none"> <li>• The committee is working on a variety of topics, including the Plan of Service (due July 1 2021) and Annual Action Plans, the council’s dues and fees, the Board of Trustees retreat, and the 2020 Annual Meeting.</li> <li>• A goal of the committee is to present the Board of Trustees with a 5-year Plan of Service for review in November 2020. The Annual Action Plans will be reviewed with consideration to any elements that may be applied to the Plan of Service.</li> <li>• By January the Committee hopes to engage a consultant to work toward these goals.</li> </ul> <p>T. Killian briefed Trustees on the upcoming Annual Meetings:</p> <ul style="list-style-type: none"> <li>• The 2020 Annual Meeting will be held at Locust Grove Estate and will feature poster sessions from members and a short address by the New York State librarian, Lauren Moore</li> <li>• The 2021 Annual Meeting will be held at Bard College</li> <li>• The 2022 Annual Meeting may be held at the Culinary Institute of America, availability pending</li> </ul>	

<b>Director and Staff Reports</b>
<p>T. Killian led discussion of the Director and Staff reports, noting the following:</p> <ul style="list-style-type: none"> <li>• Digital Services Manager Jen Palmentiero and Education and Outreach Librarian Carolyn Bennett Glauda distributed a message regarding the migration of content to New York Heritage</li> <li>• The ESLN Revson grant-funded census workshops are upcoming in locations across the state, to teach library system staff to assist their members in conducting the 2020 census, led by Carolyn Bennett Glauda.</li> <li>• Exclusion barriers were installed around the council building's foundation to prevent wildlife access</li> <li>• Systems Manager Zack Spalding is working on creating an Empire ADC form tool as well as notifications for the SEAL ILL system to indicate item availability</li> <li>• Resource Sharing and Cataloging Librarian Kelsey Milner distributed a new monthly SEAL newsletter</li> <li>• Hospital Library Services Manger Sarah Holsted is working on membership renewals and setting up TD Net</li> <li>• T. Killian's recent work with includes presenting on a state legislative panel to explain the work of NYLA's legislative committee as well as running the NYALS meeting that was held prior to the 2019 NYLA conference</li> <li>• T. Killian applied for a position in the ALA/NYLA Key Constituent Program, to assist the liaison in their work with federal officials representing the region</li> <li>• T. Killian has applied to testify in Albany on December 13 at the scheduled hearing on libraries convened by Assemblyman Sean Ryan; if present, T. Killian would represent the New York Alliance of Library System Directors</li> </ul>
<b>President's Report</b>
<p>Board President Chuck Thomas reports that Urban Archives has rolled out an Android-platform version of their app and that usage continues to increase. Regarding the 2020 census, Newburgh Free Library is applying to operate a mobile hotspot van to bring connectivity to its local neighborhoods.</p>
<b>Report from Member Systems</b>
<p>R. Gerald informed trustees of the Banned Books Symposium in conjunction with (and located at) Mount Saint Mary College, to be held March 7, 2020.</p> <p>L. Streett reported an anticipated job opening for a Digital Scholarship Librarian at Vassar College.</p>
<b>Good of the Order</b>
<p>Trustees had nothing specific to report at this time.</p>
<b>Adjournment</b>
<p><b><i>E. Rubin made a motion to adjourn at 11:45am. Seconded by G. Shelton. Motion carried.</i></b></p>

Respectfully Submitted,

Laura Streett,  
Secretary