



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on March 16, 2023**

Board Members Present	Mary Jo Russell, Ellen Rubin, Laura Streett, Mary Ellen Leimer, Laurie Shedrick, Kirsten Carter, Becky Albitz, Beth Zambito, Floyd Lattin, Grace Riario, Gina Trask, Carla Lesh, Kristy Lee
Board Members Absent	Maura Albertson
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	<i>President G. Trask called the meeting to order at 9:30am.</i>
Approval of the Agenda	G. Trask requested approval of the meeting agenda. <i>F. Lattin made a motion to approve the agenda. Seconded by M.E. Leimer. Motion carried.</i>
Approval of Minutes from January 19, 2023	The minutes of the January 19, 2023 meeting were presented to the Board of Trustees. <i>E. Rubin made a motion to accept and file the January 19, 2023 Board of Trustees meeting minutes. Seconded by B. Albitz. The minutes were entered into the record as presented.</i>

New Business	
Fiscal Report for January and February 2023	
<i>E. Rubin made a motion to accept and file the fiscal reports for January and February 2023. Seconded by L. Shedrick.</i>	
L. Gurdin highlighted for trustees the interest income on the council's money market and CD accounts. Trustees suggested including an accrued interest earned line item in future reports, to show interest in each period as well as overall.	
<i>G. Trask called the question to accept and file the fiscal reports for January and February 2023. By unanimous vote the motion carried.</i>	
Request to Change the Southeastern Fee Schedule	
<i>M.E. Leimer made a motion to review and accept the proposed changes to the special library catalog fees and hospital fees. Seconded by B. Albitz.</i>	
T. Killian explained the Southeastern Fee Schedule, a board-approved document that is posted on Southeastern's website and that contains membership criteria, benefits, and dues information. While the fees for special library catalogs and hospital services have not changed in some time, the details and scope of the services themselves have; thus, a review and revision of service fees is requested today.	

Regarding the special library catalogs, the proposed changes level the rate for all members; the overall rate is about the same. Likewise proposed is the addition of a start-up fee since upfront work must be done to install and configure a new catalog. The new schedule also adds a MARC export fee for any library needing a copy of its records.

Trustees noted that the proposed fees for special library catalog services are 'life-saving' to members, in the context of the typically astronomical fees charged by vendors for the same services.

Regarding the proposed hospital fees, Southeastern provides turn-key websites to seven hospitals. The work to provide these websites, which feature authenticated access to electronic resource collections, has evolved, and so the council needs to adjust the fees to reflect the current level of support required for these services. The proposed rates change is slight, only a few hundred dollars. The schedule includes a fee for authentication service tools (to manage website SSL certificates and EZproxy for remote access) and a professional services fee for managing hospital library holdings and websites (which involves organizing resources, ensuring correct URLs, and ensuring both local and offsite access for hospital staff).

G. Trask called the question accept the proposed changes to the special library catalog fees and hospital fees. By unanimous vote the motion carried.

T. Killian noted that members will be informed of the updated fees in the annual member benefits letter to be sent in the coming weeks.

Trustee and Officer Nominating Committee: Trustee Nomination

B. Albitz, Chair of the Trustee and Officer Nominating Committee, lead a discussion of the slate of trustees, which will be distributed as a nominee ballot to Governing members. The committee recommends that Gina Trask, Assistant Librarian for Assessment & Instruction, Mount Saint Mary College, be added to the ballot for a second 5-year term for the academic library position, beginning in July 2023 (for the term 2023/2024 - 2027/2028).

T. Killian noted that the month of May will be the voting period for Governing members.

E. Rubin made a motion to approve the slate of nominees for the membership ballot as presented. Seconded by L. Shedrick. By unanimous vote the motion carried.

Guidelines for Board Communications

B. Albitz made a motion to review and approve the Guidelines for Board Communications document. Seconded by K. Lee.

G. Trask reminded trustees that in January, the Board approved a document listing trustee responsibilities to be utilized, for example, when recruiting new trustees. Today, the Board was presented with complementary content: the draft Guidelines for Board Communications, an internal document to inform trustee communications across all channels and forums. This is an expansion of a prior document, which guided communications during Board of Trustee meetings.

Trustees were pleased to note the inclusion of guidance to define acronyms in discussions, as the field has a plethora, which can be a detriment to conversation when used in excess.

G. Trask called the question to approve the Guidelines for Board Communications document. By unanimous vote the motion carried.

G. Trask proposed to review the Guidelines each fiscal year for any pertinent contemporaneous modifications.

Informational Items

Director's Report

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

- A fallen pine tree struck the north side of Southeastern's headquarters during a recent snowstorm. The tree damaged the building's vinyl siding and landed on the outdoor HVAC compressors. The tree has been removed and the compressors have been assessed by the council's HVAC vendor; no damage was discovered and the units are operational. A prior-scheduled annual maintenance of the compressors is forthcoming in early April, at which time the vendor will be able to clean out any remaining debris and run warm-weather-dependent tests to assure complete functionality. An insurance claim has been opened and estimates for siding repair are being gathered.
- Southeastern staff have all contributed data to the 2022 Year in Review document, which will be posted on the council's website and distributed to members. G. Trask and T. Killian together drafted the opening statement.
- Trustees were encouraged to participate in budget advocacy efforts as the Governor and legislature finalizes that work.
- NOVELny—a 20-year-long project of the State Library that provides database and related subscriptions to all libraries in NY—may be discontinued in June 2024. The State Library will no longer be able to allocate federal funds for this service and no State funds are yet earmarked to continue that work. This is alarming news as academic libraries rely heavily on NOVELny resources. Trustees expressed their shared concern about the manifold consequences of this program ending. NYLA and the School Library Systems are working on advocacy efforts to keep NOVELny funded. T. Killian will keep the Board informed on any formal announcements or developments.
- The Digital Navigators of the Hudson Valley project, funded by ARPA grants, concludes on March 23; existing navigators will still receive support and the project will shift to maintenance mode at this time. The council is looking into funding avenues to continue this valued program as an ongoing service and the Board will be updated in upcoming meetings with developments, as appropriate.
- On February 16, Southeastern staff, trustees, and members hosted a regional meeting for 25 digital inclusion advocates. The purpose of the meeting was to talk with other leaders to discuss regional digital inclusion initiatives underway and those being planned. Additionally, a listening session arranged by the New York State ConnectALL office and hosted by the STEM Alliance is being held this month to assess digital equity needs in the region further.
- Southeastern's HRVH Historical Newspapers site, hosted on the Viridian platform, may be merged with the North Country Library Network's site, which is also hosted on Viridian. End users would benefit from a one-stop location for historical newspapers; however, Southeastern will only proceed if members retain the same level of access (including the ability to contribute text corrections to scanned documents) as they currently enjoy. The Board will be updated if this merger is to

move forward.
Annual Meeting and Twila Snead Award
The annual meeting, to be held on June 2, 2023, will be at the FDR Museum and Library's Wallace Center. The meeting will be a hybrid event. The keynote is Dr. Audrey Barbakoff, Chief Executive Officer at Co/Lab Capacity. Dr. Barbakoff will give her presentation on design solutions and community relationships.
Twila Snead award nominations are open until April 22 nd . Trustees were encouraged to nominate an outstanding person, project, or library for this award, to be presented at the Annual Meeting.
Board Committee Reports: Planning, Trustee & Officer Nominating, Finance & Personnel
E. Rubin, Chair of the Finance and Personnel Committee, reports that the committee is currently scheduling two meetings: one in April to discuss staff salaries and a second in May to discuss the Fiscal Year 23/24 budget.
M.J. Russell, Chair of the Planning Committee, reports that the committee is working on a board and staff luncheon, to follow the April Board of Trustees meeting.
Advisory Committee Reports
M. J. Russell reports that Good Samaritan Hospital has posted a job listing for a hospital librarian.
The Continuing Education Committee met to review proposals for the 8 th annual SENYCon, to be held at Southeastern as a hybrid event on Friday, April 14 th . The program of member presentations has been posted to the Southeastern website.
K. Carter, board liaison to the Digital Advisory Committee, reported that Jennifer Palmentiero, Southeastern's Digital Services Manager, hosted a well-received preview of her training on Digital Preservation for the Digital Advisory Committee. J. Palmentiero also recently finished a 5-part series on digitization basics, which were recorded for future use by the membership and prospective digitizers.
President's Report
President G. Trask reported that she, T. Killian, M.J. Russell, and Southeastern members attended a Library Advocacy meeting with State Senator Rob Rolison. The cooperation among library types and institutions on display in this meeting was felt to be a good example to legislators of the synergy at play in the field.
Good of the Order
K. Lee reported that SUNY New Paltz's Sojourner Truth Library has hired a new Dean, Susan Frey. Susan comes to SUNY from Pennsylvania. They hope to attend Southeastern's annual meeting in June.
Adjournment
<i>B. Albitz made a motion to adjourn the Board of Trustees meeting at 10:44am. Seconded by K. Lee. Motion carried.</i>

Respectfully Submitted,

DocuSigned by:
Beth Zambito

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Beth Zambito, Secretary

4/18/2023