



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on April 27, 2023**

Board Members Present	Mary Jo Russell, Ellen Rubin, Laura Streett, Mary Ellen Leimer, Kirsten Carter, Becky Albitz, Beth Zambito, Floyd Lattin, Grace Riario, Gina Trask, Kristy Lee
Board Members Absent	Carla Lesh, Maura Albertson, Laurie Shedrick
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	<i>President G. Trask called the meeting to order at 9:31am.</i>
Approval and Amendment of the Agenda	G. Trask requested approval of the meeting agenda. <i>E. Rubin made a motion to amend the agenda to include an item regarding ConnectALL planning. Seconded by K. Lee. Motion carried.</i>
Approval of Minutes from March 16, 2023	The minutes of the March 16, 2023 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business	
Fiscal Reports for March 2023	
<i>E. Rubin made a motion to accept and file the fiscal report for March 2023. Seconded by B. Albitz.</i>	
L. Gurdin led a discussion of the fiscal reports and noted the following: <ul style="list-style-type: none"> • Regarding the profit and loss report, the council is expected to break even, with no need to dip into reserve funds; • Regarding the salaries budget line, American Rescue Plan Act (ARPA) funds were utilized this fiscal year, slightly skewing the percentage presented in the reports; salaries are on track as expected. 	
<i>G. Trask called the question to accept and file the fiscal report for March 2023. By unanimous vote the motion carried.</i>	
Finance and Personnel Committee: Disbursement Policy	
<i>G. Riario made a motion to review and approve the draft revised Disbursement Policy. Seconded by B. Albitz.</i>	
The Finance and Personnel Committee recommends that the Check Signing Policy and the Disbursement Policy be combined. The proposed revised Disbursement Policy incorporates	

provisions related to checks and includes new information regarding electronic payments and fiscal controls.

T. Killian notes that the revised policy adds details regarding electronic payments, such as aligning approval of such payments with the check signing policy, and makes a distinction between such payments and automated recurring payments, like payroll.

G. Trask called the question to approve the draft revised Disbursement Policy. By unanimous vote the motion carried.

HRVH Member Application: Columbia County Historical Society

M.E. Leimer made a motion to approve the HRVH Member Application from Columbia County Historical Society as presented. Seconded by E. Rubin.

T. Killian explained that Columbia County Historical Society plans to contribute historical materials to Consider the Source, and then New York Heritage, as well as to engage Southeastern staff on digitization projects.

G. Trask called the question to approve the HRVH Member Application from Columbia County Historical Society. By unanimous vote the motion carried.

Bylaws Committee: Annual Bylaws Review

M.E. Leimer made a motion to discuss the results of the annual bylaws review. Seconded by M.J. Russell.

L. Strett, Chair of the Bylaws Committee, led a discussion of the annual bylaws review, noting the following:

- The Bylaws Committee undertook a major review of the bylaws last year. This year's review found few issues, none urgent, mainly typos and grammatical fixes.
- One matter that did arise was direction in the bylaws that Board votes be tallied by alphabetical rollcall. The Committee advises the Board to consider whether that direction be adopted, or if the bylaws should be amended to reflect actual practice.
- The Committee recommends the addition of a section in the bylaws related to the Executive Director; this addition would be modeled on similar language used by other Empire State Library Network (ESLN) councils.
- B. Zambito, Board Secretary, inquired as to the Secretary's official role in disseminating information about the Annual Meeting directly to the membership, as outlined in the bylaws.
- These items and suggestions are being compiled for action next year, in line with the required timeline for proposed bylaws changes.

ARPA Final Report

B. Albtiz made a motion to review and file the final ARPA report. Seconded by M.E. Leimer.

T. Killian led a discussion of the final ARPA report, noting the following:

- The ARPA grant projects were successful, helping to improve access to technology and digital services for people who need assistance, expand access to educational materials, and promote collaboration between museums and libraries.
- The final project documents and budget will be submitted electronically by April 30,

2023.

- An approved final report is required before the State Library sends Southeastern the final 10% of grant funds.
- Trustees were provided with the full final report for their review.

T. Killian expressed her satisfaction with the success of the ARPA projects; Southeastern is proud of the work of its staff, Board, membership, and the regional library systems.

G. Riario shared that the state librarian reached out to request that IMLS grant auditors be permitted to visit participating libraries in the region, due to the success of Southeastern's ARPA projects. In addition, the NYS ConnectALL office similarly reached out to propose a partnership, again based on the success of these projects. These overtures highlight that Southeastern has become a go-to organization for digital inclusion, digital equity, and broadband initiatives in areas it serves. G. Riario expressed that Executive Director T. Killian and the Southeastern staff have done an amazing job in this area and brought positive statewide attention to Southeastern.

T. Killian's attention has turned to finding ways to sustain this work; to that end, she's writing state legislators for consideration for discretionary aid to sustain Digital Navigators. The 82 existing Navigators, the data gathered during this pilot, and the array of invested partners across the region all show the program's potential in continuing as a regular service.

G. Trask called the question to file the final ARPA report. With one abstention, the motion carried.

ConnectALL Contract for Phase 2 Planning

G. Trask introduced this amended item on the agenda, a request from New York State's ConnectALL Office that Southeastern join as a partner in the creation of a regional digital equity plan.

G. Riario made a motion to review and approve a contract with New York State's ConnectALL office for Phase 2 of their Digital Equity Plan. Seconded by E. Rubin.

T. Killian led discussion of the request from ConnectALL, noting the following:

- Southeastern has been offered to contract with New York State's ConnectALL Office to provide data from the region to inform New York's Digital Equity Plan. This contract is for Phase Two of the Digital Equity planning managed by the ConnectALL Office.
- The compensation would be around \$22,000; Southeastern will learn the exact amount upon agreeing to participate. The money can go toward staff salaries, focus group hosts, and any other agency helping with the phase, at Southeastern's discretion.
- The ConnectALL office will separate the Mid-Hudson Region into two: Southeastern would be responsible for Rockland, Sullivan, Orange, Ulster, Dutchess, and Putnam counties. The Stem Alliance, another agency, would be responsible for Westchester.
- The scope of work would include:
 - Distribute the ConnectALL digital equity survey throughout the region to target specific populations;
 - Conduct focus groups and outreach to recruit focus group participants for three focus groups within our region, with a goal of ten people per focus group;

- Submit regional contributions to a state-wide needs assessment and asset inventory;
- Conduct additional research and informal outreach to understand regional needs.
- Southeastern will seek assistance with the survey distribution, focus group hosting, and recruitment from public library systems, public libraries, and the network of agencies and Navigators that the council has worked with in the past year and a half.
- The timeline for this work is tight: April 28 - June 9, 2023. However, Southeastern would be granted the full month of June to complete the work.
- Benefits for Southeastern would include:
 - Visibility for the council as a regional leader in Digital Equity;
 - A sound investment of staff time and a strategic move to access additional funding in the future;
 - Ensuring community members in the six above-listed counties are heard and represented when creating the Digital Equity Plan.

G. Riario expressed how essential this proposed work would be in cementing Southeastern’s reputation for advancing digital justice initiatives, bringing needed attention to the communities in our region, and disabusing the notion that what’s good for one county is good for all.

G. Trask called the question to approve a contract between Southeastern and New York State’s ConnectALL office for Phase 2 of their Digital Equity Plan. By unanimous vote the motion carried.

Informational Items

Director’s Report

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

- Southeastern’s EDI Guide has been published on the council’s website. T. Killian gave an overview of the guide at the SENYCon conference on April 14.
- The council received four applications from libraries for EDI consulting with Dr. Bright, including Southeastern’s Digital Services Manager Jennifer Palmentiero, who will spend time speaking to Dr. Bright regarding suggestions in the EDI guide related to digitization here at Southeastern.
- The 8th annual SENY-Con was hosted by the council on April 14, 2023. In total, 23 people attended in person and 40 attended on Zoom. The entire program, including presentations and video recordings, is available online for members to view.
- Members for the newly approved EDI Committee will be recruited in spring, to begin their work when the new term for all committees begins in July.
- Friends of Historic Kingston published “Signs of the Times” in New York Heritage. The collection includes advertising signs in Kingston, NY, from the 1920s through the 1970s.

Annual Meeting and Twila Snead Award

This year’s Twila Snead Award will be presented at Southeastern’s 56th Annual Meeting on Friday, June 2nd. Registrations for the annual meeting are open. The event will be livestreamed, but trustees are encouraged to attend in person as the Board meeting scheduled for that day requires a quorum to elect officers.

Board Committee Reports: Planning, Trustee & Officer Nominating Committees

M.J. Russell, Chair of the Planning Committee, noted that the Board and staff luncheon follows today's meeting. The Committee is also involved in preparation for the Annual Meeting in June.

B. Albitz, Chair of the Trustee and Officer Nominating Committee, reports that the committee is working on the officer slate for fiscal year 2023-24.

Advisory Committee Reports

Trustees were provided recent meeting minutes from the Hospital Library Services Committee and Regional Inter-Library Loan Committee for their review. As well, trustees were provided an emailed report on the Regional Interlibrary Loan Committee's recent work by its Board Liaison, L. Shedrick, who is not in attendance today.

President's Report

President G. Trask reported that the Board is planning another luncheon with the Executive Director, to be scheduled after the Annual Meeting.

Good of the Order

T. Killian and F. Lattin attended the inauguration investiture ceremony for the new President of SUNY New Paltz, Dr. Darrell Wheeler, on April 20th. T. Killian was honored to be asked to represent her alma mater, SUNY Fredonia, at the event.

Adjournment

F. Lattin made a motion to adjourn the Board of Trustees meeting at 10:33am. Seconded by M.E. Leimer. Motion carried.

Respectfully Submitted,

DocuSigned by:
Beth Zambito
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Beth Zambito, Secretary

5/11/2023