



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom and in person at Southeastern on May 18, 2023**

<b>Board Members Present</b>	Mary Jo Russell, Kirsten Carter, Becky Albitz, Beth Zambito, Floyd Lattin, Grace Riario, Gina Trask, Kristy Lee, Maura Albertson, Laurie Shedrick
<b>Board Members Absent</b>	Mary Ellen Leimer, Carla Lesh, Ellen Rubin, Laura Streett
<b>Representing Southeastern</b>	Executive Director Tessa Killian, Finance Manager Liz Gurdin
<b>Call to Order</b>	<b><i>President G. Trask called the meeting to order at 9:31am.</i></b>
<b>Approval of the Agenda</b>	G. Trask requested approval of the meeting agenda.  <b><i>F. Lattin made a motion to approve the agenda. Seconded by L. Shedrick. Motion carried.</i></b>
<b>Approval of Minutes from April 27, 2023</b>	The minutes of the April 27, 2023 meeting were presented to the Board of Trustees.  <b><i>The minutes were entered into the record as presented.</i></b>

<b>New Business</b>
Fiscal Reports for April 2023
<b><i>M.J. Russell made a motion to accept and file the fiscal report for April 2023. Seconded by Kirsten Carter.</i></b>
<p>T. Killian and L. Gurdin led a discussion of the fiscal reports and noted the following:</p> <ul style="list-style-type: none"> <li>• The fiscal report shows an operating expense related to the upcoming repair of the damaged vinyl siding; that will be balanced by the forthcoming insurance funds.</li> <li>• Trustees inquired whether the proposed budget includes consideration for the expected cost increase for the Empire Library Delivery service; T. Killian noted that the proposed budget does factor in that expected cost increase. Southeastern will continue to subsidize service costs for this service for members.</li> <li>• A few members are behind in paying their annual dues; this is reflected in the fiscal report.</li> <li>• Answering a trustee question, L. Gurdin explained that the HVAC assessment budget line is in relation to the tenant's monthly rent payment.</li> <li>• The Operations Maintenance budget line reflects the remaining encumbered funds for in-progress projects that will be paid out by the end of the current fiscal year.</li> <li>• The staff salaries budget line reflects American Rescue Plan Act (ARPA) funds received and applied to salaries.</li> </ul>

***G. Trask called the question to accept and file the fiscal report for April 2023. By unanimous vote the motion carried.***

Finance & Personnel Committee Recommendations for FY 2023/2024 budget

G. Trask introduced the Finance & Personnel Committee recommendations for the fiscal year 2023/2024 budget, noting that trustees have been provided three items: A salary adjustment to align a Southeastern position with a change in job description, an Operating budget proposal, and a Capital Improvements budget proposal.

***G. Riario made a motion to review and approve a salary adjustment to a revised Southeastern position and the Operating and Capital Improvements budgets for fiscal year 2023/2024. Seconded by B. Albitz.***

As council liaison to the Finance & Personnel Committee, T. Killian led discussion of the three proposed items:

- Regarding the salary adjustment proposal, T. Killian recommends changing the Education and Outreach Librarian position to be the Programs and Outreach Manager. Trustees were provided with the full proposed job description, which includes new duties related to digital inclusion, such as continuing the Digital Navigator service and planning regional digital coalition efforts. The additional work calls for high level project and time management; the staff member in this position, Carolyn Bennet Glauda, exemplifies that skillset. The new job description likewise includes new skill sets related to digital equity and more management responsibilities for council services. Based on reviewing salaries for similar positions, the increased duties merit a pay increase. In addition to the cost-of-living increase in the Southeastern budget proposal, it's recommended that an additional salary increase of \$6,000 be applied to this position; this increase is reflected in the Operating budget proposal.
- Regarding the Operating and Capital Improvements budgets, Southeastern proposes a \$1,301,392 expenditure/\$1,221,770 revenue budget, with a difference of \$79,622, used from council reserves as an investment in the council's staff and work. Some details about the proposed budget include:
  - Overall, in comparison to prior years, expenses and revenue are increasing at around the same rate, between 4-5% or within 1%.
  - There will be no increase in State Aid, however, Southeastern's revenue will increase by about 4.26% due to contracts and investment income.
  - Expenses will increase by about 5.72%, mainly due to salaries and benefits. Staff will see a cost-of-living increase as well as a salary benchmark alignment increase. Health insurance and retirement benefits costs are expected to increase by about 13.59%.
- F. Lattin, a member of the Finance & Personnel Committee, noted that increases in salaries and benefits will be balanced in large measure by investment income as well as the remaining distribution of ARPA funds. He noted as well that the council is exploring more ways to invest reserve funds for income in the coming year.
- G. Riario, a member of the Finance & Personnel Committee, noted that investment in Southeastern staff, who possess worthwhile skills and competencies, brings revenue to the council through their services, as well as solidifying the council's brand. G. Riario

cited the recent example of financial support received from local legislators for the Digital Navigator program, which was only granted by virtue of staff member C.B. Glauda's laudable handling of that pilot. G. Riario also noted that past investments in Southeastern staff brought on L. Gurdin as a full-time employee, which has permitted the council to explore new financial investments and more comfortably handle grant programs.

- Trustees inquired how often staff receive cost of living increases; T. Killian explained that increases come annually, though the figure changes. As well, salary benchmarking continues to bring staff pay to appropriate levels for comparable positions in the region.
- T. Killian highlighted the capital improvements planned for Southeastern's headquarters in the coming fiscal year, including foundation repair, landscaping, and some electrical work.

***G. Trask called the question to approve a salary adjustment to a revised Southeastern position. By unanimous vote the motion carried.***

***G. Trask called the question to approve the Operating budget for fiscal year 2023/2024. By unanimous vote the motion carried.***

***G. Trask called the question to approve Capital Improvements budget for fiscal year 2023/2024. By unanimous vote the motion carried.***

Trustees expressed appreciation for the clear and thorough budget presentation; T. Killian thanked the Finance & Personnel Committee and trustees for investing in Southeastern.

#### Board Meeting Dates and Official Designations for FY 2023/2024

***B. Albtiz made a motion to approve the board meeting dates and Official Designations for FY 2023/2024. Seconded by K. Lee.***

G. Trask led discussion of the Official Designations and noted the following:

- This document is approved annually.
- Regarding Board of Trustees meetings, Southeastern bylaws state that a minimum of six meetings must be held per year; Southeastern typically holds nine. The proposal for fiscal year 2023/2024 reduces the planned schedule of meetings to seven. Based on experience, it's believed that the Board's business can be completed within that number of meetings; as well, fewer meetings will ideally result in more participation from trustees.
  - Trustees noted that months freed from scheduled Board meetings could allow space for committees to convene.
- Under the Financial Institutions and Accounts section, G. Trask noted new accounts and an upcoming name change to one of the council's banks.
- This document lists the planned auditor firm for the upcoming fiscal year; trustees recommend a routine change in the staff/partners within that firm who perform the audit of Southeastern, as a best practice. T. Killian and L. Gurdin will consult with the auditing firm to decide the best approach.

***G. Trask called the question to approve the board meeting dates and Official Designations for***

**FY 2023/2024. By unanimous vote the motion carried.**

## Report from the Trustee and Officer Nominating Committee

B. Albitz, chair of the Trustee and Officer Nominating Committee, thanked the trustees volunteering to remain in their roles as Officers of the Board.

The proposed slate of Officers for fiscal year 2023/2024 is as follows:

- Gina Trask, President
- Becky Albitz, Vice President
- Beth Zambito, Secretary
- Ellen Rubin, Treasurer
- Floyd Lattin, Assistant Secretary-Treasurer

Officers will be voted in at the council's Annual Meeting on Friday, June 2<sup>nd</sup>.

## Other Board Committee Reports: Planning, Bylaws

M.J. Russell, chair of the Planning Committee, noted that Southeastern's Annual Meeting is scheduled to be held at the Henry A. Wallace Center at the FDR Presidential Library and Home on June 2<sup>nd</sup>. The Twila Snead Award will be presented at the Annual Meeting; this year, the award will be presented to two winners. The committee will look ahead to consider the future of the award and if any changes are warranted, as this is its tenth year.

**Informational Items**

## Director and Staff Reports

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

- She and C.B. Glauda are hard at work on Phase 2 of the ConnectALL project; surveys will be distributed starting Monday that will afford everyone in New York State an opportunity to share their experience regarding internet accessibility and affordability. Underrepresented demographics are being specifically targeted for data gathering. Focus groups are also being arranged with and conducted by Southeastern's partners, the Mid-Hudson Library System and the Ramapo Catskill Library System. Data collected by all these initiatives will go toward forming a Digital Equity Plan for the state.

## Annual Meeting and Twila Snead Award

T. Killian led a discussion of Southeastern's 56<sup>th</sup> Annual Meeting. As previously noted, the meeting is scheduled to be held on Friday, June 2<sup>nd</sup> at the Henry A. Wallace Center at the FDR Presidential Library and Home. A potential issue that has arisen is the possibility that the federal government's action around the debt ceiling deadline may impact the venue, which is federally funded. If FDR Presidential Library and Home is unable to host the annual meeting, Southeastern staff will pivot to host the event at Southeastern headquarters. The option of a fully virtual event has been discounted as the appetite to attend such events has waned; 100% of registrations for the Annual Meeting have been in-person registrations, with no attendees selecting the livestream option. However, if the event is to be held at Southeastern, a virtual option will be offered.

Regarding the Twila Snead Award, the two winners to be honored are:

- The Putnam County Historians Office, for their work around African American History in Putnam County; their historian Jen Cassidy has teamed with local high schools and volunteers for census work; has highlighted local figures who have yet to be recognized;

and has installed historical markers in the county. <ul style="list-style-type: none"><li>• Lisa Gomez at the United States Military Academy West Point, who has worked with the history department and cadets to create an exhibit called “Foundations: Black Experiences at West Point.”</li></ul>
President’s Report
President G. Trask will work with Southeastern’s Office Manager to make sure the Board has a quorum for the brief Board of Trustees meeting to be held at the Annual Meeting.
Good of the Order
L. Shedrick reports that the Mid-Hudson Library System will be able to export their catalog to an OAI-PMH compatible platform, a technical change that will support future work with Southeastern’s SEAL service.
Adjournment
<b><i>L. Shedrick made a motion to adjourn the Board of Trustees meeting at 10:40am. Seconded by B. Albitz. Motion carried.</i></b>

Respectfully Submitted,

DocuSigned by:  
*Beth Zambito*

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Beth Zambito, Secretary

5/30/2023