



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

Board Members Present	Mary Jo Russell, Becky Albitz, Gina Trask, Kristy Lee, Maura Albertson, Ellen Rubin, Kirsten Carter, Floyd Lattin
Board Members Absent	Grace Riario, Laura Streett, Carla Lesh, Beth Zambito, Laurie Shedrick
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Resource Sharing and Cataloging Librarian Kelsey Milner
Guests	Rebecca Reynolds and Elissa Casa from RBT CPAs, LLP
Call to Order	<i>President G. Trask called the meeting to order at 9:33am.</i>
Approval of the Agenda	G. Trask requested approval of the meeting agenda. <i>B. Albitz made a motion to approve the agenda. Seconded F. Lattin. Motion carried.</i>
Approval of Minutes from September 21, 2023	The minutes of the September 21, 2023 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business
Draft Audit Report for 7/1/22—6/30/23; 990 Tax Filing from RBT CPAs, LLP
<i>E. Rubin made a motion to approve the draft Audit Report for 7/1/22—6/30/23 and 990 Tax Filing from RBT CPAs, LLP. Seconded by M.J. Russell.</i>
<p>Rebecca Reynolds from RBT CPAs, LLC led discussion of the Draft Audit Report for 7/1/22—6/30/23, noting the following:</p> <ul style="list-style-type: none"> • The audit was completed without issues; T. Killian and L. Gurdin provided everything requested in a timely manner as usual; • The council has a strong balance sheet with approximately nine months of liquid assets on hand; • RBT gives the council audit a “clean opinion” • RBT recommends that the council require all members to return signed agreements and addendums, if applicable, to ensure that both parties agree upon fee amounts and scope of services. The management response to RBT will include a statement that explains that in spring 2023, contracts were sent to all member hospitals which did not require an addendum. Further, some member hospitals have internal processes for approving the contents of the contracts and choose to send their internal, signed documentation for approval instead of signing the contract.

Elissa Casa from RBT CPAs, LLC led discussion of the 990 tax filing, noting the following:

- It's recommended that approximately 80% of expenditures be classified as "program expenditures," related to carrying out the organization's program; as of the June 30th year end, Southeastern meets that benchmark at 80%, consistent with last year's 81%.
 - Trustees inquired about the 20% not classified as program expenditures, such as salaries and administrative expenditures; the council will review the details and determine if any changes are called for regarding next year's audit.

Trustees inquired about the annual practice of requesting filing-deadline extensions. R. Reynolds explained that the majority of nonprofits file for extensions as a matter of course, to allow for the gathering of any last-minute signatures or information, to avoid the steep penalties for late filings. There are no consequences or negative impacts for requesting such extensions each year.

G. Trask called the question to approve the draft Audit Report for 7/1/22—6/30/23 and 990 Tax Filing from RBT CPAs, LLP. By unanimous vote the motion carried.

RBT will send Southeastern their representation letter and will finalize the reports for filing.

Fiscal Report for September and October 2023

Board Treasurer E. Rubin introduced the fiscal report for September and October 2023.

Finance Manager L. Gurdin noted the following:

- The council has received the final 10% of ARPA funds.
- The library systems have been billed for the Digital Navigators program.
- Empire ADC billing takes place in January.
- A correction to today's October report has been made, regarding the council's CDs, to change "4" to "6."
- Trustees were provided a requested profit and loss report related to ARPA, now that the final funds have been dispersed.

The fiscal reports were filed as corrected.

Budget Request for a Replacement Furnace and AC unit

E. Rubin made a motion to approve the budget request for a replacement furnace and AC unit. Seconded by B. Albitz.

T. Killian explained that the HVAC system that serves the lower level has aged beyond serviceability/repairs. The council solicited multiple quotes for replacement and today presents a budget request to replace the unit.

Trustees suggest exploring the idea of a split system to replace the standard system, before finalizing the proposed plan.

G. Trask called the question to approve the budget request for a replacement furnace and AC unit. By unanimous vote the motion carried.

New HRVH Member Application from the Western Sullivan Public Library

B. Albitz made a motion to approve the HRVH member application from the Western Sullivan Public Library. Seconded by K. Lee.

T. Killian briefed trustees on the HRVH member application from the Western Sullivan Public Library. WSPL's main goal in working with Southeastern is to digitize their oral history collections, as well as to utilize the council's digital dark archive.

G. Trask called the question to approve the HRVH member application from the Western Sullivan Public Library. By unanimous vote the motion carried.

Presentation of the New Features in Southeastern Access to Libraries (SEAL)

Southeastern's Resource Sharing and Cataloging Librarian, Kelsey Milner, presented to trustees on updates and added features to the council's Southeastern Access to Libraries (SEAL) service. In addition to a website refresh (last done in 2016), the SEAL service has added features based on user feedback. These changes include increased patron privacy, updated account pages, delivery suggestions and status updates, and bulk borrowing options. K. Milner credited Southeastern Systems Manager Zachary Spalding with the technical work in updating the SEAL service, which has had an overall positive reception from users.

Recognition for Maura Albertson

G. Trask acknowledged the work and contributions of Maura Albertson, who will be departing the Board of Trustees this month as she transitions from her current role at Ulster BOCES to a school librarian position in Saugerties. M. Albertson has served as a Southeastern trustee representing academic libraries since July 2020, as well as a liaison to the Continuing Education Committee and an inaugural member of the Ad Hoc EDI Committee. The Board thanks Maura for her service in these capacities and looks forward to working with her in the future in her new position.

The Trustee and Officer Nominating Committee aims to fill the newly vacant trustee position in January to complete the remainder of the fiscal year, to be followed by a formal nomination for a full term starting in 2024.

Informational Items

Board Committee Reports: Planning

Trustees were provided the Planning Committee agenda and notes for October 24, 2023. M.J. Russell, on behalf of the Planning Committee, reported the following:

- Southeastern's next Annual Meeting is scheduled for Friday, June 7, 2024. A budget has been set, multiple locations are under consideration, and a search is underway for a keynote speaker. Trustees are encouraged to share suggestions.
- The committee is reviewing the strategic goal statements within the council's Strategic Plan for 2021-2026, noting which goals have been reached and what next steps are to come. A strategic planning document with more details is linked in the meeting notes provided today.
- There's \$10,000 in the 23/24 budget for strategic initiatives, to be utilized for planning, consultants, and special projects.
- Membership requirements/criteria language are under review for possible updates.
- Current members who may be non-compliant in meeting membership criteria are under review for how best to be addressed.

Advisory Committee Reports: Regional ILL
Trustees were provided the Regional ILL Committee minutes for October 2, 2023.
Director's Report
<p>T. Killian led a discussion of the Director's report, noting the following:</p> <ul style="list-style-type: none"> • Southeastern staff convened the first meeting of the EDI Committee this week and reviewed the council's EDI Guidebook as a first step. • Some of the Southeastern staff have been working on a continuity of operations and emergency response plan for the council. The full staff will be trained on the contents of the plan and practice emergency preparedness scenarios in the coming weeks. Policies related to emergency planning will be proposed to the Board in the new year. • The Draft State Digital Equity Plan is open for comment until December 6, 2023. Southeastern is co-hosting a public comment session regarding the draft plan on Dec 5, 2023, along with the STEM Alliance. Anyone interested in attending the session or leaving comments are welcome; trustees are encouraged to mention the importance of libraries on implementation of the plan. • Southeastern hosted the first Fall Poster Session on November 9th. Several council members presented posters on their current projects and initiatives and were provided samples of cider donuts from around the region! • Upcoming events include a statewide Inclusive Metadata webinar in January, SENY-Con in April, and a Banned Book Symposium in conjunction with the public library systems, BOCES, and SUNY New Paltz in May. • Annual staff performance reviews are underway.
President's Report
Board President G. Trask had nothing specific to report at this time.
Good of the Order
<p>B. Albitz shared that Marist College is considering a fellowship program for Computer Science/Information Systems students, to give them some exposure to libraries as a career consideration; this initiative is in response to the difficulty in filling technology positions in libraries across the state.</p> <p>F. Lattin noted the work of Partners for Climate Change, based in Chatham, an organization working with libraries in the region on sustainability initiatives.</p>
Adjournment
<i>M.J. Russell made a motion to adjourn the Board of Trustees meeting at 11:09am. Seconded by B. Albitz. Motion carried.</i>

Respectfully Submitted,

DocuSigned by:

DD5BF8250A09492...

Floyd Lattin, Assistant Secretary/Treasurer
 12/18/2023