



Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on November 21, 2024

Board Members Present	Becky Albitz, Andy Ashton, Josephine Bloodgood, Kim Hooper, Kristy Lee, Grace Riario, Ellen Rubin, Mary Jo Russell, Laurie Shedrick, Gina Trask, Beth Zambito
Board Members Absent	Kirsten Carter, Floyd Lattin
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Programs and Outreach Manager Carolyn Bennett Glauda
Guests	Jennifer George and Elissa Casa, from RBT CPAs, LLP
Call to Order	<i>President B. Albitz called the meeting to order at 9:32am.</i>
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. Trustees proposed no amendments.
Approval of Minutes from September 19, 2024	The minutes of the September 19, 2024 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 7/1/23—6/30/24; 990 Tax Filing from RBT CPAs, LLP	
<p>Jennifer George from RBT CPAs, LLP, led a discussion of the Auditor Report to the Board and Audited Financial Report, noting the audit fieldwork was a smooth process aided further by T. Killian and L. Gurdin’s helpful preparations. Council expenses are consistent and Southeastern is well positioned with 10 months’ worth of liquidity to cover bills, if called upon. The overall result of this year’s audit is a “clean opinion.”</p> <p>Elissa Casa, from RBT CPAs, LLP, led a discussion of the tax form 990, noting no significant changes from prior-year findings. Looking ahead, next year’s audit process will reflect the upcoming completion of the council’s mortgage.</p> <p>B. Albitz thanked Southeastern staff—T. Killian and L. Gurdin in particular—and the audit team for their work and for today’s quality presentation.</p> <p><i>E. Rubin made a motion to approve the draft audit report for 7/1/23—6/30/24 and 990 tax filing documents from RBT CPAs, LLP as presented. Seconded by G. Trask. By unanimous vote the motion carried.</i></p>	
Fiscal Report for September and October 2024	
<p>L. Gurdin led a discussion of the fiscal report for September and October 2024, noting the following:</p> <ul style="list-style-type: none"> Regarding member dues, which are largely arriving in line with expectations, a reminder was sent to outstanding accounts and the council is confident all dues will soon be paid 	

- The November fiscal report will reflect \$27k in reimbursement grants from the offices of Assemblymember Jacobson and State Senator Hinchey
- The council's mortgage concludes in February, with two payments remaining (the council is one payment ahead, marking the January payment as the final)

T. Killian noted that the two planned Capital Improvement projects—a new attic furnace and the parking lot repairs—have both been completed.

Board Treasurer E. Rubin commended L. Gurdin for her work managing and reporting council finances.

The fiscal reports were filed as presented.

The Sustainable Libraries Initiative through the New York Library Association (NYLA)

L. Shedrick made a motion to approve Southeastern joining The Sustainable Libraries Initiative for the complimentary first year as provided by NYLA. Seconded by M.J. Russell.

L. Shedrick, on behalf of the Planning Committee, shared support of Southeastern's interest in taking advantage of NYLA's offering of one complimentary year of participation in The Sustainable Libraries Initiative, noting that both RCLS and MHLS are certified through the program. The Planning Committee believes the ideals and actions of the Initiative align with the council's mission and vision for sustainability.

T. Killian noted that while Southeastern is already pursuing sustainability efforts, participation in the Initiative will provide a systematic approach to organize these efforts and will also highlight more opportunities to expand these efforts. In addition, Southeastern's participation will be a model and example for the council's membership to consider similar efforts at their own institutions. In response to trustee inquiry, T. Killian confirmed that Southeastern staff is supportive of the council's participation in The Sustainable Libraries Initiative; many of the current sustainability efforts at the council are already staff-led suggestions.

Trustees inquired if certification would require periodic re-certification or proof of compliance with Initiative goals and standards; L. Shedrick noted that sustainability efforts are self-driving and that once sustainable practices are underway, they have their own momentum. Rather than sustainability goals being new/additional efforts, they reflect a change of mindset and realignment of efforts and so carry forward through usual business.

B. Albitz called the question. By unanimous vote the motion carried.

HRVH Membership Application from the Ulster County Archives

M.J. Russell made a motion to approve the HRVH Membership Application from the Ulster County Archives. Seconded by E. Rubin.

T. Killian briefed trustees on the HRVH Membership Application from the Ulster County Archives, noting the following:

- Ulster County Archives recently received the full Kingston Daily Freeman photo archive, adding to the county's already expansive collection of materials curated for years by the former County Clerk

- The institution’s first choice to host their archive is New York Heritage, by way of Southeastern; this speaks to the fine reputation NYH has developed in the region
- Southeastern’s Digital Services Manager, Jennifer Palmentiero, will help the Ulster County Archives staff begin the process of digitization, including addressing any copyright concerns.

B. Albitz called the question. By unanimous vote the motion carried.

Update on Digital Navigators of the Hudson Valley

Southeastern’s Programs and Outreach Manager, Carolyn Bennett Glauda, presented an update on the Digital Navigators of the Hudson Valley program. The presentation included details on the program’s progress to date as well as plans for its future, including the following information:

- There have been five three-month cohorts since the program began in October 2023
- There are currently 78 active Digital Navigators at 51 Institutions in nine counties
- These counties are those within Southeastern’s service area as well as Westchester
- 128 Digital Navigators have been trained
- These navigators have helped over 400 clients since 10/23, as documented by Digital Navigators through the program’s data collection requirements.
- As the current cohort concludes, there will be a pause on training while collected data is reviewed and plans for the program’s future are finalized
- In the interim, Digital Navigators “Lite” will convene two three-month cohorts (Jan-March, April-June) of trained Navigators
- Focus Group data, collected in August, will likewise be reviewed for insights into program strengths and opportunities for improvement
- Funds via the ConnectALL Digital Equity Technical Assistance Fund Program grant will permit Southeastern to work with METRO library council’s Digital Equity Research Center (DERC) to review collected data and inform future efforts
- Program expansion plans include outreach to new communities, with the aim of equipping municipalities and community groups with Digital Navigators to reach clients outside of the library sphere
- New trainings will resume in July 2025

C.B. Glauda thanked project partners Ramapo Catskill Library System (RCLS), Westchester Library System (WLS), Mid-Hudson Library System (MHLS), and the National Digital Inclusion Alliance (NDIA).

Trustees commended C.B. Glauda and Southeastern on a “remarkable” program and look forward to its next steps.

Informational Items

Report from the Planning Committee

L. Shedrick, on behalf of the Planning Committee, reported the following:

- Preparations to draft Southeastern’s next Plan of Service are underway, with a timeline shaping up in advance of the July 2026 goal
- These preparations include an RFP drafted to guide the hiring of a consultant and the exploration of a Dyson grant to fund the process

<ul style="list-style-type: none"> • The Planning Committee is working on a Board of Trustees retreat, to take place around the June 2025 Board meeting • Plans for Southeastern's 2025 Annual Meeting are underway; the committee is looking at the Culinary Institute of America to host
Advisory Committee Reports: RIC, HLSP
<p>Trustees were provided with meeting minutes from council Advisory Committees, for their information.</p> <p>L. Shedrick, on behalf of the Regional Inter-Library Loan Committee (RIC) reported that Southeastern's Resource Sharing and Cataloging Librarian, Kelsey Milner, continues fine work improving the SEAL system and informing its users of best practices. T. Killian noted that Mid-Hudson library System and Sullivan BOCES have approved the proposed changes to the Regional ILL Code; the draft continues to circulate among regional stakeholders for approval.</p> <p>M.J. Russell, on behalf of the Hospital Library Services Program Committee (HLSP), shared that the committee briefly met last week and that hospital resource renewals are on track.</p>
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 is hosting a program with Stephanie Cole Adams, "Unlocking the Mysteries of Directors & Officers Insurance for Libraries, Museums, and Other Cultural Organizations" on Friday, November 22. The program has over 275 registrants. • Southeastern hosted its second annual "Fall Poster Session" on Friday, November 15th. Five members presented posters, and 20 registrants attended the event. • The Continuing Education Committee has begun planning for SENY-Con 10, the council's member-showcase conference hosted at Southeastern, to be held in April 2025. • An IMLS funded project, CrossLink, has invited T. Killian to participate as a representative of ESLN, to share insights into the NYS library system structure. The Project aims to facilitate resource sharing among NYS library consortia.
Adjournment
<i>A. Ashton made a motion to adjourn the Board of Trustees meeting at 11:03am. Seconded by K. Hooper. Motion carried.</i>

Respectfully Submitted,

Signed by:

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Beth Zambito, Secretary
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