

August 15, 2014

BOARD MEMBERS PRESENT	Mary Jo Russell, Merribeth Advocate, Cathy Carl, Kari Mack, Mary Ellen Leimer, Barbara Petruzzelli, Amy Schuler, Stephan Macaluso, Rebecca Gerald, Duane Watson
EXCUSED	S. Canino, R. Hubsher, M. Flad
VIA PHONE	J. Stiller
REPRESENTING SENYLRC	Tessa Killian, Ben Shor
CALL TO ORDER	B. Petruzzelli called the meeting to order at 9:36 AM
INTRODUCTION OF NEW BOARD MEMBER	B. Petruzzelli introduced new BOT member Duane Watson, Curator at Wilderstein Historic Site,
APPROVAL OF MINUTES/MOTION TO APPROVE	The minutes of the June 6, 2014 Board of Trustee meeting were presented. <i>M.J. Russell moved to approve the minutes of the June 6, 2014 Board of Trustees meeting as presented. Seconded by S. Macaluso. Motion carried</i>

NEW/OLD BUSINESS	
FISCAL REPORTS	T. Killian and B. Shore reviewed the "Budget vs. Actual" reports for the fiscal year July 1, 2013 through June 30, 2014. Discussion took place on several of the grant classes and whether the grants had been completed.
MOTION	<i>M. E. Leimer moved to receive and file the treasurer's report. Seconded by R. Gerald. Motion carried.</i>
EXECUTIVE DIRECTOR UPDATE	B. Petruzzell reported on the health of J. Shaloiko. She reminded the Board that J. Shaloiko's retirement will take place on August 31, 2014.
EXECUTIVE SESSION MOTION	<i>M. Advocate moved the Board enter into executive session at 9:50 AM to discuss personnel issues. Seconded by S. Macaluso. R. Gerald moved to exit the executive session at 10:38 AM. Seconded by A. Schuler.</i>
RESOLUTIONS PASSED DURING EXECUTIVE SESSION	<p>Be it resolved that the Board of Trustees of the SENYLRC authorizes the President to execute an agreement between the Executive Director and SENYLRC dated August 15, 2014 as presented at this meeting with the changes as discussed at this meeting. Such agreement shall be incorporated by reference within the minutes of this meeting. <i>S. Macaluso moved to approve this resolution. Seconded by M. J. Russell. Motion carried.</i></p> <p>Be it resolved that the Board of Trustees of SENYLRC grant T. Killian a temporary leave of absence from her position as Associate Director effective 9/1/2014. Be it further resolved that the Board of Trustees appoints T. Killian as the Interim Executive Director of SENYLRC at a pro-rated salary of \$81,973, effective 9/1/2014 until the position of the Executive Director has been filled. <i>D. Watson moved to approve this resolution. Seconded by R. Gerald. Motion carried.</i></p>

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SEARCH COMMITTEE	SENYLRC's search committee for a new director: M.J. Russell, S. Macaluso, M. Advocate, B. Petruzzelli and SENYLRC staff person, Jennifer Palmentiero. M.J. Russell and S. Macaluso agreed to be co-chair of this committee.
RESOLUTION	<p><i>Be it resolved that the SENYLRC Board of Trustees appoints the following individuals to serve on the search committee for the Executive Director position of SENYLRC as follows: M.J. Russell and S. Macaluso as co-chairs, M. Advocate, B. Petruzzelli and J. Palmentiero</i></p> <p><i>AND</i></p> <p><i>Be it further resolved that the charge of this committee shall be as follows:</i></p> <ol style="list-style-type: none"> <i>1. To revise the job description of the Executive Director;</i> <i>2. To develop the ad for the Executive Director position, and</i> <i>3. To recommend to the Board the starting salary for the position of Executive Director and</i> <i>4. To recommend to the Board the timeline for the search process no later than at the October 2014 Board meeting.</i> <p><i>K. Mack moved to approve this resolution. Seconded by R. Gerald. Motion approved.</i></p>
OFFICE MANAGER POSITION	T. Killian presented a job description for a new permanent full-time Office Manager position. This new position will be responsible for general administration of office operations to facilitate organizational effectiveness and efficiency. Discussion took place on the proposed requirement of an Associate Degree in Business Administration and at least 2 years of previous experience in office management. The Board recommended modifying the requirement of an Associate Degree in Business Administration to "or skills as deemed appropriate by the Executive Director." The starting hourly rate is \$15/hour with benefits.
MOTION	<i>M. E. Leimer moved to create the full time position of office manager effective 8-15-14 with a starting hourly rate of \$15.00 plus benefits. Seconded by D. Watson. Motion approved.</i>
TRUSTEE VACANCY REPLACEMENT	Kathy Kurosman resigned from the SENYLRC Board of Trustees due to health reasons. B. Petruzzelli spoke to M. Flad about the difficulty in locating a non-librarian community-at-large position. M. Flad will continue to search for a person to fill this position on the Board.
CONFLICT OF INTEREST POLICY	The Conflict of Interest Policy applies to each member of the SENYLRC Board of Trustees. If a financial transaction involving SENYLRC also involves a SENYLRC board member, the board member having the affiliation or interest involved with the financial transaction will fully disclose the precise nature of the interest or involvement. All Board members are asked to sign this policy on a yearly basis.
BOARD OF TRUSTEES RESOLUTION FOR BORROWING	The Rondout Savings Bank requested a resolution for borrowing in connection with a rate modification for the SENYLRC mortgage with Rondout savings Bank. The resolution authorizes SENYLRC Board of Trustees Executive Committee and the Interim Executive Director to sign and execute the loan instrument documents and whatever other documents necessary or required by Rondout Savings Bank to

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	with a certified copy of these resolutions.
MOTION	<i>M. J. Russell moved to approve the BOT Resolution for Borrowing. Seconded by M.E. Leimer. Motion approved.</i>
RETIREMENT PARTY FOR J. SHALOIKO	Discussion took place regarding establishing a retirement party for J. Shaloiko. B. Petruzzelli asked T. Killian to arrange the event with the help of SENYLRC staff.
PRESIDENT'S REPORT	No report given this month
DIRECTOR'S REPORT	No report given this month
REPORTS FROM MEMBER SYSTEMS	M. Advocate from Mid-Hudson Library System and R. Gerald, Dutchess BOCES SLS reported events happening at their institutions.
GOOD OF THE ORDER	None
ADJOURNMENT/NEXT MEETING DATE	<i>K. Mack moved to adjourn the meeting at 12:07 PM. Seconded by R. Gerald. Motion carried.</i>

Signature Redacted