



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
January 15, 2015**

Board Members Present	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Mary Flad, Stephan Macaluso, Robert Hubsher, Rebecca Gerald, Barbara Petruzzelli, Amy Schuler, Duane Watson, Laura Streett, Mary Ellen Leimer
Via Phone	Jeannie Stiller, Kari Mack
Representing SENYLRC	Tessa Killian, Ben Shor
Call To Order	B. Petruzzelli called the meeting to order at 9:33 AM.
Approval Of Minutes/Motion To Approve	The minutes of the November 20, 2014 meeting were presented. <i>D. Watson made a motion to accept the October 16, 2014 minutes. Seconded by M. Flad. Motion carried.</i>

New/Old Business	
2014/15 Fiscal Report	B. Shor presented Revenue and Expenses Previous Year Comparison (July through December 2014) report; no major changes were noted from November's report. Trustees discussed amending future fiscal reports to include a year-to-date budget percentage to better equip the Trustees to fulfill their fiscal oversight responsibilities.
Motion	<i>R. Hubsher made a motion to receive and file the fiscal report. Seconded by M. Leimer. Motion carried.</i>
Empire State Bank Changes	T. Killian informed Trustees about pending staff-contact information changes to Council bank accounts, as resultant from former Director's retirement.
Motion	<i>R. Hubsher made a motion to accept staff-contact information changes to Council's Empire State Bank accounts. Seconded by M. Flad. Motion carried.</i>
Preliminary Handbook and Policy Revisions	T. Killian informed Trustees on employee-handbook and Council policy revisions suggested by the auditors in the course of the annual audit. Trustees discussed various points on current policies and determined that the Finance and Personnel Committee will convene, prior to the next Board of Trustees meeting, to discuss the advised policy revisions.

Twila Snead Award	T. Killian led discussion on this year's Twila Snead Award nominations. R. Gerald and A. Schuler volunteered to represent the Board of Trustees in the nomination review process. Trustees discussed timeline of nomination and award process.
Executive Director Search	B. Petruzzelli updated Trustees on Executive Director search progress, efforts to finalize the internal job description document, position listing dissemination, and the timeline for application-review and interviews. Trustees determined that the Finance and Personnel Committee shall finalize the job description draft.
Motion	<i>S. Macaluso made a motion to send the job description document to the Personnel and Finance Committee for a proposed final draft to be presented at the next Board of Trustees meeting. Seconded by C. Carl. Motion carried with 1 abstention.</i>
Motion	<i>R. Hubsher moved to enter Executive Session at 10:24 AM. Seconded by S. Macaluso. Motion carried. M. Russell moved to exit Executive Session at 10:46 AM. Seconded by R. Gerald. Motion carried.</i>
Motion	<i>R. Hubsher made a motion to establish the Executive Director's salary at a minimum of \$85,000. Seconded by M. Russell. Motion carried.</i>
Update on Mortgage Refinance	T. Killian updated the Trustees on the Rondout Savings Bank mortgage refinance process, which is to be concluded next week with a closing-signing at the attorney's office. Signers shall be T. Killian and, representing the Board of Trustees, S. Macaluso.
Trustee Vacancy Replacement	M. Flad led discussion on the Trustee vacancy replacement effort, including desired demographic of candidates based on personal experience and equal representation among member counties. Trustees determined that candidates will be brought to T. Killian's attention and then to the Trustee and Officer Nominating Committee. T. Killian and the Committee will likewise review current term endings and establish which slots needs to be filled as well as the timeline for vetting candidates. Trustees discussed the possibility of providing mileage reimbursement to geographically-distant candidates whose commute to Board of Trustees meetings may provide a stumbling block to serving on the Board.
Director and Staff Reports	Trustees were provided reports of recent SENYLRC activities and initiatives. T. Killian updated Trustees on staff changes, including the retirement of Patricia Carroll-Mathes, Carolyn Bennett's new role as Member Services Librarian for Education and Outreach, and Moshe Siegel's expanded responsibilities as Office Manager. R. Hubsher requested further details on the Technology Review and Advisory Committee's progress regarding their 18-month charge to find a suitable replacement for the SEAL program.

Motion	<i>R. Hubsher made a motion to commend Patricia Carroll-Mathes on her work and to recognize her contributions to SENYLRC. Seconded by B. Petruzzelli. Motion carried.</i>
Motion	<i>M. Advocate made a motion to congratulate Carolyn Bennett on her completed Masters in Information Sciences degree. Seconded by M. Flad. Motion carried.</i>
President's Report	B. Petruzzelli reported a day-long lecture and workshop at Mount St. Mary College featuring Barbara Stripling, former president of the ALA, to be held on March 23, 2015.
Reports From Board Members	M. Advocate informed Trustees on NYLA Library Advocacy Day, Wednesday, February 25, and the efforts of MHLS and RCLS in organizing transportation and guidance for attendees throughout the day's events. R. Hubsher informed Trustees of the new Assistant Director position at RCLS, their burgeoning social media efforts, and the system's involvement with a new OverDrive periodical service.
Adjournment	<i>M. Leimer moved to adjourn at 11:38 AM. Seconded by M. Flad. Motion carried.</i>

Signature Redacted