



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
March 19, 2015**

<b>Board Members Present</b>	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Mary Flad, Robert Hubsher, Rebecca Gerald, Barbara Petruzzelli, Amy Schuler, Duane Watson, Mary Ellen Leimer, Kari Mack, Jeannie Stiller
<b>Representing SENYLRC</b>	Tessa Killian, Ben Shor
<b>Call To Order</b>	B. Petruzzelli called the meeting to order at 9:33 AM.
<b>Approval Of Minutes/Motion To Approve</b>	The minutes of the January 15, 2015 meeting were presented. <b><i>R. Hubsher made a motion to accept the January 15, 2015 minutes with a revision to split the Executive Session into two distinct Motions (one entering Executive Session and one leaving Executive Session). Seconded by M.E. Leimer. Motion carried.</i></b>

<b>New/Old Business</b>	
<b>2014/15 Fiscal Report</b>	B. Shor and T. Killian presented Revenue and Expenses Previous Year Comparison (July 2014 through February 2015) report. R. Hubsher requested amending fiscal report column-headings to reflect year-to-date comparisons (versus 'full fiscal year' as implied by current wording). Trustees discussed adding motions to meeting agendas at such a time as changes are made to budget lines to establish a record in the council's minutes. Workflow for this process will be: an initial motion to approve budget changes, with an additional motion to recognize those changes (once revenue sources are determined) at a subsequent meeting. Trustees also discussed the authority of staff to make minor/emergent budget changes without first seeking Board approval. R. Hubsher requests that disclosure notices appear in future fiscal reports when such budget-line changes are made, to keep the Trustees informed.
<b>Motion</b>	<b><i>J. Stiller made a motion to receive and file the fiscal report. Seconded by R. Hubsher. Motion carried.</i></b>
<b>Personnel &amp; Finance Committee: 3A) Exec. Director Job Description</b>	M.E. Leimer led discussion on final draft of the Executive Director job description. R. Hubsher noted a change to the "Recommended Requirements" section; T. Killian noted a change to the "Planning Activities" section.



<b>Motion</b>	<b><i>M.E. Leimer made a motion to accept Executive Director job description in revised form. Seconded by J. Stiller. Motion carried.</i></b>
<b>Personnel &amp; Finance Committee: 3B) Employee Handbook Revisions.</b>	M. E. Leimer led discussion on proposed revisions to the Employee Handbook. Trustees discussed various proposed revisions to employee handbook sections and forms and determined which revisions are actionable in current iteration and which require further revision before being approved.
<b>Motion</b>	<b><i>M. E. Leimer made a motion to adopt the following revised handbook sections with subsequent amendments as discussed:</i></b>  <b><i>Section 4.11 Retirement Pension</i></b> <b><i>Section 5.1 Medical and Family Leave</i></b> <b><i>Section 7.4 Meal and Rest Periods</i></b> <b><i>Section 7.6 Emergency Closings</i></b> <b><i>Section 7.8 Computers, Computer Files, Email, and Software</i></b>  <b><i>Seconded by K. Mack. Motion carried.</i></b>
<b>Motion</b>	<b><i>M. E. Leimer made a motion to accept the revised FMLA form. Seconded by J. Stiller. Motion carried.</i></b>
<b>Motion</b>	<b><i>M. E. Leimer made a motion to accept "Disposal of Fixed Assets Policy." Seconded by D. Watson. Motion carried</i></b>
<b>Trustee &amp; Officer Nominating Committee</b>	M. Flad led discussion on the Trustee-vacancy candidate search. Trustees discussed possible candidates as well as guidelines for vetting potential nominees. M. Flad recommends suspending attempt to find a temporary nominee and focus instead on securing a nominee to fill the remaining year of the unexpired term, to start on 1 July 2015.
<b>Agreement by Consensus</b>	<b>Trustees agreed by unanimous consensus to adjust the agenda in order to address the Executive Director search prior to the HRVH Historical Newspaper Service discussion.</b>
<b>Motion</b>	<b><i>M. Russell made a motion to enter Executive Session to discuss the Executive Director search at 10:48am. Seconded by K. Mack. Motion carried.</i></b>
<b>Motion</b>	<b><i>M. J. Russell made a motion to exit Executive Session at 11:17am. Seconded by A. Schuler. Motion carried.</i></b>
<b>Motion</b>	<b><i>R. Hubsher made a motion to offer the Executive Director position to current Interim Director Tessa Killian based on the approved job description. Seconded by B. Petruzzelli. Motion carried.</i></b>
<b>HRVH Historical Newspaper Service Software Upgrade</b>	T. Killian led discussion of the HRVH software upgrade proposal, proposed contract details, and the required budget adjustments.



<b>Motion</b>	<b><i>R. Hubsher made a motion to approve the allocation of current budget funds toward the software upgrade and to authorize T. Killian to sign the as-yet-presented vendor contract. Board to be informed of the appropriate budget-line adjustments at the next Board of Trustees meeting. Seconded by J. Stiller. Motion carried.</i></b>
<b>Technology Review &amp; Advisory Committee Resource Sharing Update</b>	T. Killian led discussion on the Technology Review & Advisory Committee's SEAL-replacement search and its evolving timeline.
<b>Motion</b>	<b><i>R. Hubsher made a motion to extend the Technology Review &amp; Advisory Committee's SEAL-replacement search deadline until December 31, 2015, to report their findings to the Board of Trustees at the January 2016 meeting. Seconded by R. Gerald. Motion carried.</i></b>
<b>Bylaws Committee Revisions</b>	R. Hubsher led discussion of suggested revisions and additions to council bylaws, including those regarding Trustee term parameters.
<b>Motion</b>	<b><i>R. Hubsher made a motion that the revised bylaws draft be distributed to the council's members for review and approval. Seconded by M. Flad. Motion carried.</i></b>
<b>Annual Meeting Update</b>	T. Killian led discussion on annual meeting updates regarding speakers and topics to be explored in the program.
<b>Director and Staff Reports</b>	T. Killian led discussion of Director and staff reports, including efforts to reestablish Documentary Heritage Program grants for the NY3Rs councils.
<b>President's Report</b>	B. Petruzzelli led discussion of proposed Executive Director informational luncheon with the Board of Trustees on April 7.
<b>Reports From Board Members</b>	M. Advocate led discussion on an early-literacy initiative. R. Gerald led discussion on an upcoming "Teaching Inquiry" lecture at Mount Saint Mary College. R. Hubsher led discussion on RCLS staff participation with the ILEAD and PLA programs as well as RCLS's new subscription to BLUEcloud data analytics tools; also discussed the upcoming National Library Legislative Day. M.J. Russell led discussion of developments in regional hospital mergers and the potential negative ramifications for hospital libraries now at risk of being shuttered.
<b>Adjournment</b>	<b><i>R. Gerald made a motion to adjourn at 12:13pm. Seconded by M. Flad. Motion carried.</i></b>

Respectfully Submitted,

Amy Schuler, Secretary

**signature redacted  
for privacy**